

Board Meeting Minutes April 22, 2021

Section #	Topic
1.	<p>Welcome and Preliminaries</p> <p>Introductions were made. Board Members in attendance – Joseph Goepfrich, Brian Saxton, , Maria Zavala-Paredes, Teresa DiStefano, Nicholas Hogue, and Zech Hoyt were present. Guests included Chanda Hillman, Laura Burtis, Lourdes Franco-Puzevic, Mandy Orlando, and Patti Masters. Quorum was met. Meeting called to order at 5:32pm by Joseph Goepfrich.</p>
2.	<p>Approval of Agenda</p> <p>A. Conflicts of Interest - none noted</p> <p>B. * Approval of Excused Absences – Cheri Bell and Ashley Jaffee-Montgomery had indicated they would be attending. No excusal requested.</p> <p>C. * Approval of Agenda - Joseph Goepfrich indicated that the board and ceo/executive director would go into executive session at the end of the meeting to discuss the upcoming performance review of the CEO/Executive director. Zech Hoyt motioned to approve. Teresa DiStefano seconded. Motion passed. (Board Members can remove items from consent agenda at this point)</p>
3.	<p>Consent Agenda Items</p> <p>A. *Minutes from meeting on March 18, 2021 –Brian Saxton motioned to approve. Teresa DiStefano 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 did not meet quorum, as a result a request for approval of meeting items was sent via email. The voting closes at noon on Friday, April 23, 2021 but everything is expected to pass.</p> <p>B. Report from 50-year Anniversary Committee – the committee is working on establishing a date and location for an in-person event, in addition to identifying alumni to feature, and is in the process of collaborating with the united way marketing team who have agreed to assist with creating a 50 year anniversary video that highlights our impact and our alumni accomplishments.</p> <p>C. Report from Location Review Committee – Met with the Prairie Group (owners of Calvin Britain) will have a purchase price soon. We also met with an architect that has experience with early childhood settings. For the Cass County project, we met with the County Administrator who is excited about our project and willing to help. We are going to tour some sites in the upcoming week that he believes could be a good fit.</p>
6.	<p>Monitoring Reports</p> <p>A. * Director Reports – Director’s Report reviewed enrollment (83.6%), Grant updates were provided, still waiting on COVID roll-over and InKind waiver approvals. COVID funds #2 was submitted and is expected to be released early to mid-May. At this time the</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.*

application has not been released for Round 3 of COVID funds. Discussed our Anti-Racism/Adventures in Reading project and the anticipated costs associated with that. Also discussed progress in each department. Maria Zavala-Paredes asked if the AIR books would also be in Spanish, Chanda said that we were working on those books as well. Brian asked how hiring and open positions were going. Chanda and Lourdes indicated that hiring was challenging. Teresa indicated that Brian's comment was helpful and asked for an indicator of how the board could help with some of those needs. Maria Zavala-Paredes motioned to approve. Brian Saxton seconded. Motion passed.

- B. * Finance Report – Zech Hoyt reported from the Finance Committee. The 2020-2021 fiscal year was closed out, all typical and customary expenses. March 2021 Fiscal report was reviewed, it was suggested in the finance committee that the administrative costs be displayed both as a monthly and cumulative percentage. Zech described some of the deeper reports that are discussed in the committee such as the leases and depreciation. Zech also reported that Laura is making progress towards her educational requirements and will complete those in October. Joe gave complements to the Finance Committee and the staff for a great job. CACFP, In-Kind, and Credit Card's were also reviewed. This was passed by the finance committee, so only required a final vote by the board. Motion passed.

7. Board Work on the Strategic Vision

(Report on Progress of Organizational Goals)

- A. 5-year Goal Progress – discussed progress in NAEYC Accreditation and starting the accreditation process in Watervliet. Because it is site specific this process will move to other sites after Watervliet is complete.

8. Board Policy Review

- A. * A Guide to a Safe Start 4.0 – there were slight updates regarding masks for 2-year old children. Maria Zavala-Paredes motioned to approve. Brian Saxton seconded. Motion passed.

B. * Policies and Procedures

- a. Cultural Competency Plan
- b. 303.1 Attendance Reporting
- c. 304.1 Communication between FA & HV
- d. 307.1 Enrollment Drop
- e. 314.1 Volunteer Background Checks
- f. 315.1 Waitlist Updates
- g. 501.1 Active Supervision
- h. 502.1 Center Monitoring Checklist
- i. 503.1 CLASS Observation
- j. 506.1 Classroom Arrangement
- k. 507.1 Classroom Inventory
- l. 508.1 Classroom Observation Checklist
- m. 509.1 Classroom Routines
- n. 511.1 Conference-Home Visit
- o. 512.1 Counting Kids
- p. 513.1 Crisis Management and Drills
- q. 514.1 Daily Transition

- r. 515.1 Dual Language Families
- s. 521.1 Identifying DLL or DLS
- t. 523.1 Job Chart
- u. 527.1 Playground Inspections
- v. 599.1 Pandemic Learning Options

These policies were discussed and one motion was made to approve all policies and procedures listed above. Brian Saxton motioned to approve. Teresa DiStefano seconded. Motion passed.

9. Board Decisions (Motions)

- A. * Letter of Intent to purchase Millburg – this letter was reviewed and discussed to submit a letter of intent to purchase Millburg and the surrounding property and outbuildings for \$600,000. Possession would take place in the summer of 2022, pending satisfactory reports from our process, the approval of funding, and the Millburg building process. Maria had indicated that there was a change in formatting and Chanda explained that due to suggestions from the finance committee that a change in format would better suit the intent of the letter. Brian Saxton motioned to approve. Maria Zavala-Paredes seconded. Motion passed.

10. Board Process Review

- A. Pleasure of the Floor – none

11. * Adjournment and Post Meeting Assignments

Teresa DiStefano motioned to adjourn. Brian Saxton seconded. Meeting adjourned at 6:31pm.

12. Executive Session (if required)

The Board and CEO/Executive Director entered an executive session to discuss the process for the CEO/Executive Director's upcoming performance evaluation and to discuss the use of Board funds for a Thank You gift for staff, not to exceed \$20/employee. The board indicated they would write a letter to accompany the gift card to thank staff for their commitment and dedication in such a challenging year. Joseph Goepfrich also asked Board members to submit a donation to the Board Account to help offset this expense.

13. Parking Lot

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

*Denotes approval needed

Approved: 5/20/2021