

Board Meeting Minutes
Thursday, February 29, 2024, 3:00 pm
New Buffalo Site, 704 W. Merchant Street

Section #	Topic
1.	<p>Welcome and Preliminaries</p> <ul style="list-style-type: none"> • Board Members in Attendance: Brian Saxton (Chair), Arthur Havlicek (Vice Chair), Linda Tinsley (Secretary), Ashley Hines • Board Members Attended Through Zoom: Danielle Persky • Board Members Voted Through Email: Kacee Dochenetz • Guests In Attendance: Chanda Hillman (Executive Director), Laura Burtis (Finance Director), Kevin Wordelman (Human Resources Director), Mandy Orlando (Head Start Education Director), Patti Masters (Early Head Start Education Director), Melanie Bullock (Community Inclusion Manager)
2.	<p>Approval of Agenda</p> <p>A. * Approval of Excused Absences</p> <p style="padding-left: 40px;">a. Mark O’Reilly, Kacee Dorchenetz, Michelle Hedgspeth (Policy Council Chair)</p> <p>B. * Approval of Agenda</p> <p style="padding-left: 40px;">a. Added Imagine Cass Food as item D in Board Decisions</p> <p>Linda Tinsley motioned to accept the Agenda and Absences, Ashley Hines seconded. Motion passed. (Board Members can remove items from consent agenda at this point)</p>
3.	<p>Consent Agenda Items</p> <p>(A consent agenda allows the board to approve all these items together without discussion or individual motions. Please be sure to review these items prior to the meeting)</p> <p>A. * Minutes from Board meeting in November 2023</p> <p>B. * Director Reports – November, December, January</p> <p style="padding-left: 40px;">a. Student Outcomes Report – Amanda Orlando presented the Student Outcomes Report, indicating where children we progressing.</p> <p style="padding-left: 40px;">b. HR Report – Kevin Wordelman discussed the progress being made to becoming fully staffed.</p> <p>C. * Education Compliance Plan – 144.2 - Policy updated to add an education attainment requirement for teachers of a bachelor's degree, and a requirement for Bus Monitors to acquire a CDL.</p> <p>D. * Selection and Enrollment Policy – 312.4 - Policy updated to reduce personal questions asked of families, to still ensure we are serving those most in need but to preserve family dignity.</p> <p>E. * 24-25 Meeting Dates</p> <p>F. * 24-25 Program Options</p> <p>Linda Tinsley motioned to accept the Consent Agenda as presented, Danielle Persky seconded. Motion passed.</p>
4.	<p>Recommendations from the Finance Committee</p> <p>A. * Finance Report – November, December, January</p> <p>Brian Saxton indicated that there were no concerns with the Finance Report. Ashley Hines motioned, Arthur Havlicek seconded. Motion passed.</p>

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	<p>B. * Finance Policies and Procedures Brian Saxton and Laura Burtis explained that the changes were to ensure that 401K distributions were processed accurately. Arthur Havlicek motioned, Linda Tinsley seconded. Motion passed.</p> <p>C. * Quotes for Van – Three quotes were presented to the Board, the one that was recommended for approval was from Zeigler Ford Plainwell for \$41,805 Linda Tinsley motioned, Arthur Havlicek seconded. Motion passed.</p> <p>D. * Audit Bids – Three quotes were presented. The Finance Committee reviewed each bid and scored the proposals. Kruggle Lawton scored the highest and was also the least expensive at \$29,250. The recommended approval was them. Arthur Havlicek motioned, Ashley Hines seconded. Motion passed.</p> <p>E. * Fundraising Policies – 701.1 – Fundraising Priorities 701.2 – Fundraising and Grant Writing Authorization Policy Linda Tinsley motioned, Ashley Hines seconded. Motion passed.</p> <p>F. * Fundraising Priorities – the purpose of selecting priorities is to ensure that our efforts are intentional and focused. The 2024-2025 categories will include Capacity, facilities, Tuition Scholarships, Professional Development, Staff Wellness, Equity, Classroom Specific Needs, and Family Specific Needs requested to be added by the Board. Ashley Hines motioned, Linda Tinsley seconded. Motion passed.</p>
<p>5.</p>	<p>Board Decisions (Motions)</p> <p>A. * New Name – Flowers Early Learning No vote was conducted at this time, but the board did approve for us to move forward.</p> <p>B. * enFocus Fundraising and Engagement Proposal (Board Funds) We are going to hold on to this for now to allow the new Development Director to review it.</p> <p>C. * Box Lunches for Staff during Expo (Board Funds) – approximately \$2400 Ashley Hines motioned, Linda Tinsley seconded. Motion passed.</p> <p>D. Imagine Center Food - \$500 to support the community engagement meetings for the potential new facility. Ashley Hines motioned, Linda Tinsley seconded. Motion passed.</p>
<p>6.</p>	<p>Communications (significant events and operations)</p> <p>A. Board Survey Results – Brian Saxton briefly reviewed the survey results and discussed a Board Workshop possibility.</p> <p>B. Development Director Position – Brian Saxton announced the hiring of the new Development Director.</p> <p>C. Treasurer/Board Member – Brian Saxton discussed the continued need for this skill set.</p> <p>D. MHSA Board – Laura Burtis – Chanda Hillman announced the addition of Laura Burtis to the Michigan Head Start Association’s Board of Directors.</p>

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7.	<p>Board Education</p> <p>A. NPRM Performance Standards – Chanda Hillman discussed the extensive changes that the program is expecting to experience in the fall and the steps being taken to ensure a smooth transition.</p> <p>B. PreK For All – Chanda Hillman discussed the PreK for All Roadmap and the concerns that Head Start programs across the state are having.</p>
8.	<p>Board Process Review</p> <p>A. Pleasure of the Floor</p>
9.	<p>* Adjournment and Post Meeting Assignments</p> <p>Linda Tinsley motioned, Danielle Persky seconded. Meeting was adjourned at 5:00 pm</p>
10	<p>Center Tour</p>
11.	<p>Executive Session, if required</p>

Next Meeting: Board Meeting: Thursday, March 28, 3pm, 355 Gray Street, Benton Harbor, MI, 49002

*Denotes approval needed.