

**Board Meeting**  
**Thursday, October 24, 3 pm**  
**Bangor: 305 W. Douglas St, Bangor, MI, 49013**

Section #	Topic
<b>1.</b>	<p><b>Welcome and Preliminaries</b> – Brian Saxton called the meeting to order at 3:06pm</p> <ul style="list-style-type: none"> <li>• <b>Board Members in Attendance:</b> Brian Saxton (Board Chair), Kahli Lorenz (PC Chair)</li> <li>• <b>Board Members Attending Through Zoom:</b> Danielle Persky, Mark O’Reilly, Ashley Hines</li> <li>• <b>Board Members Voting Through Email:</b> Arthur Havlicek (Vice Chair), Mary-alice Wirick (PC Vice Chair), Kacee Dochenetz</li> <li>• <b>Guests in Attendance:</b> Chanda Hillman (CEO), Ivette Bucio (Communications and Engagement Coordinator), Kathy Anchor (Executive Assistant), Sam Ohland (Finance Manager), Melanie Bullock (Community Inclusion Manager), Kevin Wordleman (Human Resources Director), Allison Lowry (Operations Director), Cherie Smalley (Bangor Center Director)</li> <li>• <b>Quorum Was Met</b></li> </ul>
<b>2.</b>	<p><b>Approval of Agenda</b></p> <p>A. * Approval of Excused Absences -- Linda Tinsley</p> <p>B. * Approval of Agenda</p> <ul style="list-style-type: none"> <li>• Policy 135.11 Wages was added to agenda</li> </ul> <p>Danielle motioned; Ashley seconded. Motion carried. (Board Members can remove items from the consent agenda at this point)</p>
<b>3.</b>	<p><b>Consent Agenda Items</b></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. * Board Minutes – August Meeting</p> <p>B. * Director Reports – August/September</p> <ul style="list-style-type: none"> <li>• We are anticipating the license for Millburg by Monday 10/28/24. The building will not be open until we have the license in our hands.</li> <li>a. HR Dashboard</li> <li>• Hired three new teachers. Volunteer numbers have increased by 81%. Two new foster grandparents.</li> <li>b. Family Services Report</li> <li>• Dual language has almost doubled and they are being assessed in both Spanish and English.</li> <li>c. Development Report</li> <li>• ABC News TV spot and Radio coming next week.</li> <li>d. EHS School Readiness – Marking period 4</li> </ul> <p>Mark motioned; Danielle seconded. Motion carried.</p>
<b>4.</b>	<p><b>Report from the Finance Committee</b></p> <p>A. * Finance Reports – August/September</p> <ul style="list-style-type: none"> <li>a. In-Kind – we are behind on our goal for HS and EHS and have written a waiver to be approved.</li> </ul> <p>B. *SMC Niles Feasibility Study</p>

	<ul style="list-style-type: none"> <li>Federal funds are being used for this which leaves our board account with just over \$60,000.</li> <li>\$7,500 per study, with three spaces recommended. This study will tell us how much we would need to modify the space.</li> </ul> <p>Danielle motioned; Mark seconded. Motion carried.</p>
<p><b>5.</b></p>	<p><b>Board Decisions (Motions)</b></p> <p>A. * Grant Approvals</p> <ul style="list-style-type: none"> <li>OHS Non-Competitive Baseline Grant 2025-2030 – year 1 of our 5-year grant, includes a non-federal match waiver. <ul style="list-style-type: none"> <li>Non-Federal Waiver</li> <li>Cost Allocation Plan</li> <li>T/TA</li> </ul> </li> </ul> <p>Danielle motioned; Mark seconded. Motion carried.</p> <ul style="list-style-type: none"> <li>State Water Filter Grant – all water must be from a filtered source by October 2025. Water bottle fillers will be installed at Millburg. Portable water bottle fillers will be installed at our other sites.</li> <li>HPS Grant – Refrigerator Millburg</li> <li>PNC Grant – EXPO</li> </ul> <p>Kahli motioned; Danielle seconded. Motion carried.</p> <p>B. * Non-Federal Match Waiver – 2024-2025 – this is for our current program year</p> <p>Kahli motioned; Danielle seconded. Motion carried.</p> <p>C. * Project T (EPA Grant) – Letter of intent needs to be approved. We are hoping to open 3 classrooms; DEC modular classrooms would move to this location.</p> <p>Kahli motioned; Danielle seconded. Motion carried.</p> <p>D. * School Readiness Goals – this is the most data driven goals compared to previous years. The objectives could change as the year progresses, but the goals will remain the same.</p> <p>Kahli motioned. Danielle seconded. Motion carried.</p> <p>E. * Teacher Waiver – Heidi Kuelbs</p> <p>Kahli motioned. Danielle seconded. Motion carried.</p> <p>F. * Policies in response to New Performance Standards</p> <ul style="list-style-type: none"> <li>101.2 Standards of Conduct</li> <li>144.3 Individualized Professional Development Plans and Education Compliance Plans</li> <li>321.3 Eligibility Determination</li> <li>622.2 Family Crisis Intervention</li> <li>648.2 Sensory Screenings</li> <li>655.2 Zero Expulsion</li> <li>658.2 Early Childhood Mental Health and Wellness Promotion</li> <li>659.2 Multidisciplinary Team</li> <li>660.1 Reporting Child Health and Safety Incidents</li> <li>661.1 Parent Permission for Health and Mental Health Services</li> <li>662.1 Prenatal Health and Wellness</li> </ul>

	<ul style="list-style-type: none"> <li>809.1 Inspection Requirements Kahli motioned. Ashely seconded. Motion carried.</li> <li>135.11 wages – By January we will need to have a larger discussion about our wage scale. No incentive for someone to move up currently. Kahli motioned; Mark seconded. Motion carried.</li> </ul>
6.	<p><b>Board Communications</b></p> <p>A. Head Start Program Performance Standards: 1302.90(e)Wages</p> <ul style="list-style-type: none"> <li>No need for approval yet. Cassopolis has highest living wage at \$19.88. Our current starting wage is \$15. Our entire wage scale has to be rewritten. Congress does not give us increases that are at this level in order for us to implement. We would need to increase pay at 8.4% yearly for the next 7 years in order to meet the new policy standards.</li> </ul>
7.	<p><b>Board Education</b></p> <p>A. Conscious Discipline Reboot</p> <ul style="list-style-type: none"> <li>Entire director team is almost done with their book study of 10 weeks. A second cohort will include family services and mental health staff. A third cohort will be selected from each center staff which 25 staff members have signed up already. PC members can also do online modules. In January modules will be open to all families.</li> </ul>
8.	<p><b>Board Process Review</b></p> <p>A. Pleasure of the Floor</p>
9.	<b>Executive Session</b>
10.	<p><b>* Adjournment and Post Meeting Assignments</b></p> <p>Brian motioned; Kahli seconded. Meeting adjourned at 4:13pm.</p>
11.	<b>Tour</b>

**Next Meeting: Board Meeting: Thursday, November 21, Millburg, 4821 North St, Benton Harbor**

\*Denotes approval needed.