

Board Meeting Minutes
Thursday, March 27, 2025, 3:00 pm
DEC 465 S McCord, Benton Harbor, MI 49022

Section #	Topic
1.	<p>Welcome and Preliminaries Brian called meeting to order 3:03pm</p> <ul style="list-style-type: none"> • Board Members in Attendance: Brian Saxton (Chair); Linda Tinsley; Danielle Persky; Kahli Lorenz (PC Chair); • Board Members Attending Through Zoom: Mary-alice Wirick (PC Vice Chair) • Board Members Voting Through Email: • Guests in Attendance: Chanda Hillman CEO; Laura Burtis CFO; Maureen Ovington Development Director; Mandy Orlando HS Education Director; Patti Masters EHS Education Director; Nona Newbern Preschool Director; Ivette Bucio Communications and Engagement Coordinator • Quorum was met
2.	<p>Approval of Agenda</p> <p>A. * Approval of Excused Absences - none</p> <p>B. * Approval of Agenda – Expo lunch, organization chart and job descriptions were added under board decisions</p> <ul style="list-style-type: none"> • Brian changed the name of section 6B to Board Structure <p>Linda motioned; Danielle seconded. Motion carried. (Board Members can remove items from the consent agenda at this point)</p>
3.	<p>Consent Agenda Items</p> <p>A. * Board Minutes – January Meeting</p> <p>B. * Director Reports – January/February</p> <ul style="list-style-type: none"> • Enrollment is moving forward. We will meet EHS 100% but not HS due to being the end of the program year. • Advocacy efforts have been great. This will help us when we need extra support. <p>C. HR Dashboard – HR has been doing well in getting new hires. We will have to change the wording in the demographic section of applications moving forward due to the recent administration changes with DEI initiatives.</p> <p>D. Family Services Report – in the month of February they helped 82 hours in classrooms. There are 28 events for round ups between March 14 – May 10.</p> <p>E. Development Report – We’re awaiting a response from Corewell regarding our \$110,000 grant proposal for tuition-based slots.</p> <ul style="list-style-type: none"> • DeGroot Family Foundation approved a \$52,500 grant for tuition-based slots. • Collaborating with Little Red Fern to create a social media campaign video. • Working with Kahli and Sydney to engage local businesses in hosting giveback nights, grocery store round ups and giving pumps. <p>F. Mandy – no concern with scores. 18% of our students have IEPs or IFSPs – they have made significant progress, 11%, in language and literacy</p> <p>G. Patti – PQA is right on track! This score is featured on the Great Start to Quality website, highlighting our high-quality childcare. It also enables us to receive higher reimbursement rates.</p>

	<p>H. * 306.3 EHS-HS Transition Policy - The pre-application request form is used to assess a child's readiness for transition and provide feedback. Teachers can indicate whether they believe the child is ready, but parents have the final decision.</p> <p>I. * Transition Policy 533.2 - Talking points were added to initiate conversations earlier, ensuring parents stay informed about their child's progress.</p> <p>J. * Apprenticeship and CDA Policy 531.2 – partnership with SMC</p> <p>Kahli motioned; Linda seconded. Motion carried.</p>
<p>4.</p>	<p>Report from the Finance Committee –</p> <p>A. * Finance Reports – January/February – still closing 2024-2025 books; audit at the end of April</p> <p style="padding-left: 20px;">a. In-Kind – has not been reported for February yet</p> <p>B. * SF425 – semiannual report – cash receipts, disbursements, admin costs</p> <p>C. * SF428 – tangible personal property report</p> <p>D. * SF429 – real property status report</p> <p>E. * 401(k) contribution – A 5% contribution is recommended, allocated based on eligible compensation and provided to staff regardless of whether they contribute.</p> <p>F. TPA update - Mercer Advisor has recommended Transamerica. We will meet with Koshner and Company one more time to seek final approval and obtain a final vote from the board and PC at the joint meeting in June.</p> <p>Kahli motioned; Lindsay seconded. Motion carried.</p> <ul style="list-style-type: none"> • EXPO – requesting \$2,500 for meals <p>Danielle motioned; Kahli seconded. Motion carried.</p>
<p>5.</p>	<p>Board Decisions (Motions)</p> <ul style="list-style-type: none"> • * Governance Screener - This needs to be submitted once every five years. We still need to focus on improving family committee participation. In August, we will collaborate with PC and staff to create a meeting calendar and share it with families. <ul style="list-style-type: none"> ○ PC survey will be sent out in May ○ Chanda and Ivette will incorporate any feedback to the Governance Training <p>Lindsay motioned; Kahli seconded. Motion carried.</p> <ul style="list-style-type: none"> • Organizational Chart - The job description has been reframed to help save money following the loss of the Operations Director position. Cindy will take on the role of licensing expert, while Cindy, Marybeth, Patti, and Mandy will handle education compliance. Kevin will manage transportation, maintenance, and facilities, Marbeth will oversee IT, and Mandy and Patti will focus on conscious discipline and coaching. • Chief Operations Officer: This position provides strategic leadership, training and direction for school support operations including human resources, facilities, volunteerism and transportation, and collaboration with agency leadership to ensure effective resource stewardship and compliance with all local, state and federal employment laws, workplace safety requirements, transportation safety laws, Michigan childcare licensing rules and Head Start Performance Standards. The Chief Operations Officer is an integral member of agency leadership, reports directly to the CEO, and provides direct supervision and support for the Human Resources Director, Transportation Manager, Community Inclusion Manager and Facilities staff.

	<ul style="list-style-type: none"> • Health and Mental Health Services Director: This position is primarily responsible for agency-wide health and safety standards in compliance with all state and federal requirements for workplace safety, childcare licensing, medical records administration, nutrition and medication requirements and Head Start Performance Standards. Duties include leadership, planning and direction for childcare licensing, nutrition, disability services, health records administration and mental health support services for employees and program participants. The Health and Mental Health Director is an integral member of agency leadership, reports directly to CEO, chairs the Health and Mental Health Services Advisory Committee, leads the multi-disciplinary team to regularly assess and address classroom health and safety concerns, and provides direct supervision and support for the Mental Health and Disabilities Manager, the Nutrition Manager, and Health Services staff. • Human Resources Director: This position is primarily responsible for ensuring that agency staffing meets operational needs, and that the agency complies with all applicable labor and employment laws. Duties include developing and implementing policies and procedures regarding safety, workers compensation, recruiting, onboarding, employee relations, employee handbook administration, benefits administration, communication, and promoting a positive, welcoming and productive organizational culture. The Human Resources Director is an integral member of agency leadership, reports to the COO, and provides direct supervision and support for the Human Resources Specialist, Executive Assistant and Information Technology Specialist. • Education Coach: Education Coaches uses the Practice Based Coaching Model to support teaching staff/home visitors throughout the agency through focused observation, providing feedback, and setting professional development goals using focused observation data. Coaches are certified CLASS observers for the agency and help ensure that all classrooms comply with Flowers Early Learning Policies and Procedures. <p>Danielle motioned; Linda seconded. Motion carried.</p>
<p>6.</p>	<p>Board Communications</p> <ul style="list-style-type: none"> A. Federal Updates- We aim to invite Walberg to a joint meeting with SMC to discuss workforce development and internships. <ul style="list-style-type: none"> a. PMS is working, but we are holding checks until we see the funds in the bank, and then we will disburse them as a safety measure. B. Board Structure <ul style="list-style-type: none"> a. Attendance and Engagement - We want to see more engagement with the board and recognize the need to advocate for our cause. It's crucial that we change our funding model as soon as possible and form a task force to address this. Right now, facilities are our greatest need. b. Board Succession

	<p>i. Advocacy and Fundraising Danielle motioned; Kahli seconded. Motion carried.</p>
7.	<p>Board Education A. N/A</p>
8.	<p>Board Process Review A. Pleasure of the Floor a. Watched the video with Mandy and Malissa. While it is not yet finalized and requires a few last adjustments, once completed, we will launch a social media campaign. We anticipate that this will help drive donations and increase awareness.</p>
9.	<p>Executive Session</p>
10.	<p>* Adjournment and Post Meeting Assignments Danielle motioned; Kahli seconded. Meeting adjourned 4:42pm</p>

*Denotes approval needed.

Next Meeting: Joint Board/PC Planning Meeting **Wednesday, June 18, 2025 2:30pm** VBISD Conference Center 490 S Paw Paw St, Lawrence, MI 49064