

**Board/Policy Council Joint Planning Meeting Minutes**

Wednesday, June 18, 2025, 2:30 pm

490 S Paw Paw St, Lawrence, MI 49064

Section #	Topic
1.	<p><b>Welcome and Preliminaries</b></p> <ul style="list-style-type: none"> <li>• <b>Brian called meeting to order 2:38pm</b></li> <li>• <b>Board Members in Attendance:</b> Brian Saxton(Chair); Danielle Persky; Kahli Lorenz (PC Chair)</li> <li>• <b>Board Members Voting Through Email:</b> Arthur Havlicek (Vice Chair); Linda Tinsley (Secretary)</li> <li>• <b>Policy Council Members in Attendance:</b> Amelia Espinosa; Megan Mallory; Sherry Bennett; Jenilee Moody; Kahli Lorenz (PC Chair)</li> <li>• <b>Policy Council Members Voting Through Email:</b> Kristin Survoy; Hailey Marbut, Sydney Hall, Khyra Kimble, Samantha Litaker, Sarah Newman</li> <li>• <b>Guests in Attendance:</b> Chanda Hillman (CEO); Laura Burtis (CFO); Alex Schaeffer (CPA at Kruggel Lawton); Maureen Ovington (Development Director); Mandy Orlando (HS Education Director), Cindy Thomas (Mental Health and Health Services Director); Kevin Wordelman (COO); Marybeth Johnson (Human Resources Director); Gloria Walter (Family Services Director); Eve Alcaraz (Family Advocate); Crystal Hayes (Family Advocate); Stacey Spencer (ERSEA Manager); Rut Vargas (Enrollment and Recruitment Assistant); Belinda Russell (Family Advocate); Meleni Muñoz (Program Parent); Trent Lamonds (Family Advocate); Laura Brugh (Family Advocate); Tiffany Perkins (Family Advocate); Ana Moreno (Family Advocate); Melanie Bullock (Workforce Development Manager); Ivette Bucio (Communications and Engagement Coordinator)</li> <li>• <b>Quorum was met for Board and Policy Council</b></li> </ul>
2.	<p><b>Approval of Agenda</b></p> <p>A. * Approval of Excused Absences – Arthur Havlicek, Linda Tinsley, Kacee Dochenetz, Mary-alice Wirick, Kristin Survoy, Hailey Marbut, Sydney Hall, Khyra Kimble, Samantha Litaker, Sarah Newman</p> <p>Kahli motioned; Danielle seconded. Motion carried.</p> <p>B. * Approval of Resignation – Ashley Hines</p> <p>Danielle motioned; Brian seconded. Motion carried.</p> <p>C. * Approval of Agenda</p> <p>Kahli motioned; Danielle seconded. Motion carried.</p>
3.	<p><b>Financial Audit Presentation</b></p> <ul style="list-style-type: none"> <li>• * Kruggel Lawton <ul style="list-style-type: none"> <li>○ Alex Schaeffer, CPA at Kruggel Lawton, presented the results of the financial audit, which received an unmodified opinion, the highest rating possible in a financial audit.</li> </ul> </li> </ul> <p>Danielle motioned; Kahli seconded. Motion carried.</p>
4.	<p><b>Consent Agenda Items</b></p> <p>A. * Board Minutes – March Meeting</p> <p>B. * Policy Council Minutes – March Meeting</p> <p>C. * Director Reports – March/April/May</p> <ol style="list-style-type: none"> <li>a. HR Dashboard</li> <li>b. Family Services Report</li> <li>c. Development Report</li> </ol> <p>D. * 693.6 Respiratory Virus Mitigation Policy</p> <p>E. * 302.2 Attendance Plan Policy</p> <p>F. * 306.3 EHS to HS Transition Policy</p> <p>G. * 312.7 Selection and Enrollment Policy</p> <p>H. * 321.2 Eligibility Determination</p> <p>I. * 322.1 Classroom Continuity and Reassignment</p> <p>J. * 323.1 Late Pickup Policy</p>

	<p>K. * 324.1 Family Strengths and Partnerships L. HSAC Meeting Minutes Kahli motioned; Jen seconded. Motion carried.</p>
5.	<p><b>Report from the Finance Committee</b></p> <p>A. * Finance Reports – March/April/May a. In-Kind – There is some concern with the amount of In-Kind collected since February. Staff will receive updated in-kind training during preservice in August.</p> <p>B. * Board Account – \$55,443.05</p> <p>C. * Close Out of FSA Account – We no longer need an FSA, approximately \$5,000 remains in the account. These remaining funds will be transferred back to the operating funds.</p> <p>D. * Final Fiscal Reports – submitted May 1<sup>st</sup> and approved by the OHS</p> <p>E. * Approval of Additional Fund Accounts – in preparation of tuition-based slots we are setting new fund codes</p> <p>Danielle motioned; Jen seconded. Motion carried.</p> <p>F. 401(k) update</p>
6.	<p><b>Board Decisions (Motions)</b></p> <p>A. * Annual Report B. * Community Assessment C. * Self-Assessment D. * Family Handbook E. * Employee Handbook</p> <p>Items A-E were discussed and voted on with one motion. Kahli motioned; Jen seconded. Motion carried.</p> <p>F. * 102.2 Building Entrance Policy G. * 108.2 Professional and Ethical Behavior Policy H. * 124.5 PTO/ESTA Policy – The new policy begins in August I. * Job Descriptions</p> <ul style="list-style-type: none"> <li>• Workforce Development Manager</li> <li>• Disabilities and Behavioral Consultant</li> </ul> <p>Items F-I were discussed and voted on with one motion. Kahli motioned; Danielle seconded. Motion carried.</p>
7.	<p><b>Board &amp; Policy Council Joint Planning</b></p> <p>A. State and National Updates</p> <ol style="list-style-type: none"> <li>a. Our program remains flat funded.</li> <li>b. Legal challenges are ongoing regarding DEI-related executive orders.</li> <li>c. We have received the second half of our grant funding.</li> <li>d. As of now, we still have not been assigned a program contact from the Regional Office.</li> <li>e. We did not meet the 97% enrollment benchmark for Head Start and are anticipating a letter from the OHS. We plan to submit an appeal in response.</li> </ol> <p>B. Facilities Update</p> <ol style="list-style-type: none"> <li>a. We are in the process of relocating children to the DEC and Spinks sites to better align with capacity and program needs.</li> <li>b. At the Millburg location, we are exploring the development of a loop trail and a community garden to enhance outdoor learning opportunities and help address food insecurity among our families.</li> <li>c. In Dowagiac, we are working on an expansion into space at St. John’s Lutheran Church.</li> </ol> <p>C. Tuition Based Update – We will begin by offering 4 slots at the Millburg site, followed by 16 additional slots at the DEC location.</p>
8.	<p><b>Board Education</b></p>

	<p>A. Child Outcomes Report</p> <p>B. ACF-OHS-IM-25-04 Expanding Educational Freedom and Opportunities for Families in Head Start Programs</p>
<b>9.</b>	<p><b>Board Process Review</b></p> <p>A. Pleasure of the Floor</p>
<b>10.</b>	<p><b>Executive Session</b></p>
<b>11.</b>	<p><b>* Adjournment and Post Meeting Assignments</b></p> <p>The Joint Planning meeting was shortened due to an impending storm and the early closure of the conference center.</p> <p>Danielle motioned; Kahli seconded. Motion carried. Meeting adjourned 3:34pm</p>

\*Denotes approval needed.

**Next Meeting: Policy Council: Wednesday, August 27, 2025, 5:30pm – 775 Hazen St, Paw Paw**

**Next Meeting: Board: Thursday, August 28, 2025, 3:00pm – 775 Hazen St, Paw Paw**

**Board and Policy Council Training: Required for all board/pc members annually, all at 775 Hazen St Paw Paw**

Three options to choose from, **pick one**:

- Wednesday, August 13 at 2pm
- Tuesday, October 14 at 5pm
- Thursday, December 4 at 10am