

Sullivan County Head Start, Inc.

Board of Directors Meeting

March 15, 2012

I. Call to order

Charles Davis called to order the meeting of the S.C.H.S. Board of Directors at 12:15 p.m.

II. Attendance

The following persons were present: Charles Davis, Meta Sorge, Arlene Lambert, Jesse Hinton, Jean Van Lowe, Bertha Williams, Yvette McIntosh.

III. Approval of minutes from last meeting

Motion made by Meta Sorge to approve 02/09/12 minutes, 2nd by Jean Van Lowe. ***Motion Carried***

IV. Open Issues

- a) Security system at Woodbourne is in use. Further investigation by Arlene Lambert on grants/funding for security system found is only available for college level. Will continue looking.
- b) Notice of Grant award received for 4/1/12 and other ½ of EHS expansion funds.
- c) Children's center is operating at 5 days per week until the end of March. We submitted the new budget (12-13) to operate the children's center at 4 days per week.
- d) Monticello center – the driveway is in need of repair. No funds are available at this time for repair. Looking for funding. Glen Smith gave us an estimate 2 years ago of \$125,000.
- e) We will look into the possibility of having Larry Schafman research grants to repair the driveway and complete the security system. Compensation for Larry needs to be addressed.
- f) Notice of COLA funds received – Budget for COLA needs to be submitted by 4/16 with Board approval.
- g) Received audit engagement letter from Knack, Pavloff to perform audit for year ending 3/31/12. Motion made by Meta Sorge to accept audit engagement letter in the amount of \$9,500 2nd by Jean Van Lowe - ***Motion carried.***
- h) Liberty School district asked for a “certificate of Liability insurance” naming them and a few other minor changes to the MOU before they would sign.
- i) Charles suggested we set up an open house or meeting to discuss and answer any questions the districts may have about the MOU's. Bertha will set up and inform board.
- j) Jesse Hinton asked to leave meeting at 12:58 p.m.
- k) Annual Report for 2010/2011 school year was handed out.
- l) Still no date for Review.

V. Executive Director's Report

Bertha presented the February report for Head Start and Early Head Start.

- a) CACFP audit went well. Suggestions were minor i.e. extra cheese on pizza.
- b) Realtor building is still unoccupied and being used for storage.

Motion made by Jean Van Lowe to accept Program Report 2nd by Arlene Lambert. ***Motion carried.***

VI. Financial Report

- a) Yvette presented the financial report ending 11 months 2/29/12 for Head Start, Early Head Start and the Children's center.
- b) Discussion about days for children's center – not enough funding to keep open 5 days.
- c) Cash flow is tight for last month – we have a buffer which will be used for payroll.
- d) Heating costs were lower because of mild winter, but Health benefits will go over.

Motion to accept Financial Report made by Jean Van Lowe 2nd by Arlene Lambert ***Motion Carried***

VII. New Business

- a) Please note calendar for board meeting 4/19 third Thursday.

VIII. Adjournment

Motion to adjourn meeting made by Meta Sorge 2nd by Jean Van Lowe - Meeting adjourned at 1:10 p.m.

Minutes submitted by Arlene Lambert _____