

Sullivan County Head Start, Inc.

Board of Directors Meeting

December 8, 2011

I. Call to order

Charles Davis called to order the meeting of the S.C.H.S. Board of Directors at 12:10 p.m.

II. Attendance

The following persons were present: Charles Davis, Kulli Kask, Meta Sorge, Gladys Walker, Jean Van Lowe, Anthony Perito, Donna Willi, Bertha Williams, and Yvette McIntosh.

III. Approval of minutes from last meeting

Motion made by Anthony Perito to approve 11/10/11 minutes, 2nd by Kulli Kask. Motion Carried

IV. Open Issues

- a) Head Start will most likely be cut by 1.5%; \$45,000 for both programs.
- b) ASTAR installation is almost complete. We have paid ½ of cost so far, final payment will be made upon completion.

V. Executive Director's Report

- a) Program report handed out. Attendance is below 85% due to sickness.
- b) Attendance and Dental follow up are being questioned by Regional Office. Parents have a problem finding a dentist and do not feel it is important. We will be doing workshops for parents on the importance of dental hygiene.
- c) Mrs. Williams and Yvette attended a fiscal training in New Jersey this week.
- d) Board reviewed CACFP attendance/meals reimbursement.
- e) Employee was recently terminated as a result of misrepresenting her credentials on her application/resume. It turned out she was not qualified for the position of infant/toddler teacher.
- f) Mrs. Williams expressed her concern about some of the infant/toddler teachers that meet the requirements but do not have the basic skills needed, such as diapering and feeding a baby. School is closed to provide training for all Education staff, December 8 & 9.
- g) Parent Conference held this week in New Orleans – we sent 1 parent from the Policy Council with Denise the Parent Involvement manager.

- h) There will be trainings (3) in Albany area on School Readiness. Mrs. Williams, Sherry Stanton and 2 teachers will attend.
- i) There is a conference call on 12/14 at 11:00 a.m. with Maya Thet, Program Specialist to discuss School Readiness. Mrs. Williams and Sherry attend.

Anthony Perito made a motion to accept the Executive Director’s report Kulli Kask 2nd – motion carried.

VI. Financial Report

- a) Gladys suggested we look into long term disability – we will table this with the concerns of cuts to budget.
- b) The 2012 – 2013 proposed budgets for Head Start and Early Head Start were presented and discussed. Kulli Kask Motioned to accept the Head Start & Early Head Start budgets in the amounts of :

	<u>Head Start</u>	<u>Early Head Start</u>
Program Operations	\$2,027,618	726,278
Training	26,635	18,157
In-Kind	513,563	186,109

2nd by Gladys Walker – Motion Carried.

November 20th financial reports were reviewed and discussed. See attached.

Jean Van Lowe motioned to approve financial report, 2nd by Meta Sorge – Motion Carried.

- c) Board reviewed credit card statement and CACFP.

Kulli Kask made a motion to accept Budget ? 2nd by Gladys Walker. Motion carried.

VII. New Business

Driveway at the Waverly Avenue center will require maintenance – discuss at next board meeting. Will require some estimates.

VIII. Adjournment

Motion made by Meta Sorge to adjourn meeting , 2nd by Kulli Kask – Meeting adjourned at 1:38 p.m.

Minutes submitted by Donna Willi _____