

Sullivan County Head Start, Inc.

Board of Directors Meeting

September 12, 2013

I. Call to order

Charles Davis called the meeting to order at 12:10 p.m.

II. Attendance

The following persons were present: Charles Davis, Donna Willi, Kulli Kask, Carl Silverstein, Jean Van Lowe, Bertha Williams, Yvette McIntosh.

III. Approval of minutes from last meeting

Motion made by Donna Willi to approve minutes from June 13, 2013 meeting 2nd by Carl Silverstein *Motion Carried*. Motion made by Kulli Kask to approve minutes from July 24, 2013 meeting 2nd by Jean Van Lowe *Motion Carried*.

IV. Open Issues

- a) Fund raiser suggestions: Establish a Head Start Alumni Association,
Letter to vendors; Donna Willi will contact visitor's association, raffles
- b) Other ways to save - bus contracting, combining positions. It was noted that contracting bus services out will increase costs
- c) Sandy grant from Regional office – Items we will ask for: Waverly parking lot, Administrative building roof, other repairs and emergency items.

Motion made by Donna Willi to apply for Sandy grant 2nd by Kulli Kask *Motion Carried*.

V. Executive Director's Report

- a) Our grant is up for re-competition and is due by October 22, 2013. We signed up with Acelero, a company that has helped other grantee with re-competition and in general improve their program performance.
- b) Child Care Council will submit a letter of support, along with others.
- c) Program Specialist from Regional Office, Maya Thet, visited the program Sept. 4th to finish up review of non-compliance issues.

We submitted qualifications/degrees/transcripts for all EHS infant/toddler teachers. In-kind was reviewed, also from the briefing, everything should be alright. We should receive a letter shortly letting us know if all corrections were accepted.

VI. Financial Report

- a) Statements for the 5 months ending August 2013 were discussed. Credit card bills and CACFP claim forms were reviewed and discussed. Policy Council will be asked to

reimburse program for EHS end of the year tent rental. Jean Van Lowe made a motion to accept financial report 2nd by Carl Silverstein *Motion Carried*.

VII. New Business

VIII. Adjournment

Carl Silverstein made a motion to adjourn meeting at 1:12 p.m. 2nd by Jean Van Lowe Meeting Adjourned.
Minutes submitted by _____

Donna Willi