

# ***Sullivan County Head Start, Inc.***

## **Board of Directors Meeting**

**November 14, 2013**

### **I. Call to order**

Charles Davis called the meeting to order at 12:05 p.m.

### **II. Attendance**

The following persons were present: Charles Davis, Kulli Kask, Jean Van Lowe, Arlene Lambert, Meta Sorge, Carl Silverstein, Gladys Walker, Bertha Williams, Yvette McIntosh.

### **III. Approval of minutes from last meeting**

Motion made by Kulli Kask to approve minutes from October 10, 2013 meeting 2<sup>nd</sup> by Meta Sorge *Motion Carried*. Carl Silverstein abstained from voting because he was not at October's meeting.

### **IV. Open Issues**

- a) Universal Pre K with Monticello will pay for Teacher, Teacher Assistant, and classroom supplies. We anticipate the same collaboration we have with Fallsburg and are awaiting status of grant.
- b) Re competition grant application was submitted on time – we anticipate hearing of award between January-February 2014. New grant would start in July 2014
- c) Website – Chloe Design was contacted and we have contract in hand. Website will be a “static site” for now and will be done for \$1000 with a donation of \$500 (usual cost \$1500). There were questions on website development and possibility of meeting with Chloe Design and other website developers. Carl Silverstein moved that further investigation be done to get estimate to build a website. Other estimates will be accepted at next meeting. 2<sup>nd</sup> by Gladys Walker *Motion Carried*.

### **V. Executive Director's Report**

- a) The Board discussed a contract to provide in-service training for staff and concluded an additional estimate will be sought. Moved by Arlene Lambert 2<sup>nd</sup> by Jean Van Lowe *Motion Carried*
- b) A Health and Safety Manual was created by the Health and Safety Committee. Motion made by Carl Silverstein to accept and approve manual upon recommendation of the Executive Director. 2<sup>nd</sup> by Kulli Kask *Motion Carried*.
- c) Monthly report was presented and reviewed. All special events that occurred in October were pointed out. Staff changes were also discussed.

### **VI. Financial Report**

- a) Children's Center budget was discussed. Spending is within budgetary limits (Budget is \$44,166).

- b) As of 10/31/13 it is estimated that the Early Head Start budget will go over budget. We expect to offset this overage by funds coming into the program (fund raising and donations).
- c) Employees are now paying 5-8% of the cost for healthcare premiums – around \$40 per month per person.
- d) Telephone cost will be reduced because of “E” Rate” program that allocates funds to schools and libraries.
- e) Utilities, vehicle maintenance, etc. are budget lines to watch closely.
- f) Reviewed CACFP claim form for 9/2013 and credit card statement for 10/2013 Gladys Walker made motion to accept financial report 2<sup>nd</sup> by Kulli Kask *Motion Carried.*

**VII. New Business**

- a) Carl Silverstein asked to be added to By-Laws committee list since he was appointed and attends meetings of the By Laws committee.
- b) More Board members.

**VIII. Adjournment**

Carl Silverstein made a motion to adjourn meeting at 1:45 p.m., 2<sup>nd</sup> by Meta Sorge Meeting Adjourned.

Minutes submitted by \_\_\_\_\_

Gladys Walker