

Sullivan County Head Start, Inc.

Board of Directors Meeting

October 11, 2012

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, Meta Sorge, Jean Van Lowe, Carl Silverstein, Gladys Walker, Bertha Williams, Yvette McIntosh.

III. Approval of minutes from last meeting

- a) Motion made by Gladys Walker to approve minutes from 9/13/12 meeting, 2nd by Meta Sorge.
Motion carried

IV. Open Issues

- a) The kitchen floor at Waverly ave. has been painted and inspected by the DOH. The inspection report will be forwarded to NYS Office of Children and family Services for the license renewal.
- b) Website – a grant has been applied for through M & T bank for \$5,000 to help build the website for Sullivan County Head Start to increase visibility. In addition to a M & T board member that sits on our board, our board chair was also advised of the availability of said grant.
- c) Risk Management Meeting has been rescheduled for 11/7/12 at 10 a.m.
- d) 2011-2012 Annual Report passed out. The board is proud of the accomplishments in the community.
- e) Fallsburg Central School sent a contract to us to serve 3 UPK children – payment of \$14,588 represents 10% total UPK funding for year 9/12-6/13.
- f) Still waiting for the on-site review report. Review was completed in May 2012.
- g) Administrative Plan for 2012-13 was provided by the Executive Director to all board members previously. Board was asked to review and respond. Gladys Walker emailed a response – she found the plan to be comprehensive. The board agreed to discuss the Administrative Plan at length at the next board mtg. scheduled for 11/8/12.

V. Executive Director's Report

- a) The monthly program report for month ending Sept. was handed out. Attendance was 93% passing the 85% goal.

VI. Financial Report

- a) Yvette presented financial report – see “Notes on 9/30/12 Financials”
- b) Children's Center at government center is fundraising
- c) Donations to the organization benefit both Head Start and Early Head Start programs

- d) Discussed pension plan for employees – fund and pay within budgetary limits and year.
- e) Discussed participation in TSA.
- f) Discussed condition of school buses. Buses in shop every 2 weeks for maintenance/inspection. (In financial notes) cost \$3,000 -\$4,000 a month.

VII. New Business

- a) None

Adjournment

Carl Silverstein moved to adjourn meeting 2nd by Gladys Walker

Meeting adjourned 1:30 p.m.

Minutes submitted by _____

Gladys Walker, Secretary