

Sullivan County Head Start, Inc.
Board of Directors Meeting
March 17, 2015

I. Call to Order

Charles Davis called the Sullivan County Head Start, Inc. meeting to order at 12:15 pm.

II. Attendance

The following Board members were present: Meta Sorge, Gladys Walker, Anne Knack, Marie Smith, Jean Van Lowe, Carl Silverstein and Charles Davis. In addition staff members present were: Yvette McIntosh and Bertha Williams.

III. Approval of minutes

Minutes of the January 13th, 2015 meeting were read and approved with the following corrections were made:

- 1) Date- January 13, 2015,
- 2) The training took place in the Conference Room of the Main building. Meta Sorge made the motion to accept the minutes with the above correction, Marie Smith Second the Motion. Motion Carried. Carl moved to re-type the minutes and attach the corrected minutes in the book. Gladys Walker Second the Motion. Motion Carried.

Minutes of the February 24th, 2015 meeting were read. The following corrections were made:

- 1) The corrected date is February 24, 2015
- 2) The minutes were taken by Meta Sorge and Cara Kowalski and submitted by Gladys Walker, Secretary.

Marie Smith made a motion to accept the minutes with the above corrections. Jean Van Lowe Second the Motion. Motion Carried.

IV. Open Issues

- (1) Carl Silverstein asked about avenues to secure a much needed bus. Discussion took place. It was noted that once funds and permission are secure to acquire the bus, the bidding/proposal process will begin. Our regular buses are checked, as required, every two weeks. The NYSDOT check the buses twice per year. Concerning seat belts, children are put in a 5 point harness and the babies are put in Car Seats. In addition, two aides are on each bus.

(2) The following approved policies were put into effect:

Social Media Policy	-	In place 3/11/15
Meal Period & Break Policy	-	In place 3/11/15
Attendance & Punctuality Statement (Tardiness)	-	In place 3/11/15

(3) The Motion was made to move the Board Committee selections to the next meeting.

Anne Knack made the motion, Jean Van Lowe Second the Motion. Motion Carried.

V. Executive Director's Report:

Executive Director's Report was handed out and discussed. A discussion on the homeless children served in the program took place.

Meta Sorge made a motion to accept the Executive Directors Report. Carl Silverstein Second the Motion. Motion carried.

VI. Financial Report

Yvette distributed and explained the February 2015 financial report in detail.

Meta Sorge made a motion to accept the extensive financial report. Anne Knack Second the Motion. Motion carried.

Meta Sorge moved to adjourn the meeting at 1:50 pm

Minutes taken and submitted by _____

Gladys Walker, Secretary