

BOARD OF DIRECTORS MEETING

217 South Salina Street, 2nd Floor, Syracuse, NY 13202

Monday, April 25th, 2016

MEMBERS PRESENT: David A. Scharoun, Richard Baker, Judge James Cecile (Development Chair), Nicholas DiMartino, Paula Freedman, Elizabeth Hakanson, Dwight Hicks (Finance Chair), Steven Hodgens, Crystal Horne, Pastor Phyllis Lee-Williams (EEO/Personnel Chair), Gary Russell, Erich Shafer, Tonia Thornton, Jason Wallace

MEMBERS EXCUSED: Eric Caballero, George Chapman, Shirley Copes (Planning Chair), Robert Tackman

MEMBERS ABSENT: Patricia Usherwood

STAFF PRESENT: Joseph O'Hara, Carolyn Brown, Catherine Green, Becky Heberle, Melissa Hidek, Kathleen O'Brien, Jamie Colucci

GUEST PRESENT: Reginald K. Williams

CALL TO ORDER:

The Board of Directors meeting was called to order by President Scharoun at 4:47pm.

ROLL CALL:

President Scharoun noted for the record that a quorum was present, and introduced new Board member Nicholas DiMartino.

MOMENT OF SILENCE:

Board members observed a moment of silence.

APPROVAL OF MINUTES:

***The President requested a motion to approve the March Board Meeting minutes;
Judge James Cecile moved to approve the March Board Meeting minutes;
Pastor Phyllis Lee-Williams seconded the motion;
The motion carried unanimously.***

PRESIDENT'S REPORT:

President Scharoun asked Mr. O'Hara to review an action item approved by the Executive Committee. Mr. O'Hara reported that the Executive Committee convened via teleconference to discuss a pay increase authorized by OPWDD that would impact direct service staff in Project Connection. Mr. O'Hara reported that the Executive Committee unanimously approved the pay increase for the Project Connection direct service staff.

FINANCE COMMITTEE REPORT:

Chair Dwight Hicks asked CFO Kathleen O'Brien to present the monthly financial report. Ms. O'Brien reported auditors would be at the main office this week to complete the annual agency audit.

Ms. O'Brien reviewed the March financial statement, noting that the net surplus before depreciation is \$23,269 versus the year-to-date budget of \$5,445 , that the current ratio is 138.42%, and the line of credit balance is at \$512,000 and will be paid down upon receipt of expected payments from CSBG and Energy. She also noted that the Head Start / Early Head Start in-kind numbers are "in good shape".

Mr. Hicks noted that the presence of the auditors at the main office is a routine part of the annual audit process, and that Ms. O'Brien and her staff had prepared very well for the audit.

Ms. Horne noted as a correction to the minutes that she was present at the Finance Committee meeting.

***The President requested a motion to accept the Finance Committee report;
Mr. Richard Baker moved to accept the Finance Committee report;
Ms. Crystal Horne seconded the motion;
The motion carried unanimously.***

EEO/PERSONNEL COMMITTEE REPORT:

Chair Phyllis Lee-Williams reported that Mutual of America Representatives presented to the committee a review of the 401(k) plan, discussing plan enhancements, a demographic review, and an expense analysis, and implementation of "top-heavy" non-discrimination testing.

Pastor Lee-Williams reported that the committee also reviewed the summary of hires and vacancies for March.

Pastor Lee-Williams noted that Mr. O'Hara received an NFP Executive of the Year award. She also informed Board members that a human rights claim has been filed by a former employee.

***The President requested a motion to accept the EEO/Personnel Committee report;
Ms. Paula Freedman moved to accept the EEO/Personnel Committee report;
Judge James Cecile seconded the motion;
The motion carried unanimously.***

DEVELOPMENT COMMITTEE REPORT:

Chair James Cecile reported that the Development Committee interviewed Edward Perry as a prospective new Board member. Judge Cecile reported that the committee voted unanimously to recommend Mr. Perry for Board membership, contingent upon pending paperwork being received.

***The President requested a motion to appoint Mr. Edward Perry to the Board;
Judge James Cecile moved to appoint Mr. Edward Perry to the Board;
Pastor Phyllis Lee-Williams seconded the motion;
The motion carried unanimously.***

Judge Cecile reported that Ms. Hakanson was assigned to the Planning Committee.

***The President requested a motion to accept the Development Committee report;
Mr. Gary Russell moved to accept the Development Committee report;
Ms. Tonia Thornton seconded the motion;
The motion carried unanimously.***

PLANNING COMMITTEE REPORT:

President Scharoun asked Mr. Gary Russell to present the Planning Committee report. Mr. Russell reported that HS/EHS Child Development & Health Services Manager Holly Hastings presented to the committee the Teaching Strategies GOLD *Winter Snapshot Report* and *Fall to Winter Growth Report* for the current program year.

The *Growth Report* indicated that the majority of enrolled children are meeting or exceeding the expected rate of growth in all domains. The *Snapshot Report* indicated that the domain with the fewest number of children meeting or exceeding expectations is mathematics. Mr. Russell reported that Ms. Hastings discussed workshops which our teachers attended in March to improve their strategies for teaching math in their classrooms.

President Scharoun asked HS/EHS Director Becky Heberle to discuss change-of-scope proposals for the Board to consider.

Ms. Heberle reported that an expansion to the Early Head Start program will be proposed in the coming months. Ms. Heberle then introduced proposals that would allow our HS/EHS program to meet the increased need for full-day site-based preschool programming: by reducing the number of part-day preschool classrooms and preschool home-based slots, and partnering with the Syracuse City School District to provide more full-day school-year Head Start services. She noted that the reduction in home-based slots would occur through attrition, and would lead to the elimination of one currently vacant home visitor position, allowing an increase in pay for the remaining home visitor positions.

***The President requested a motion to accept the Planning Committee report;
Judge James Cecile moved to accept the Planning Committee report;
Ms. Crystal Horne seconded the motion;
The motion carried unanimously.***

EXECUTIVE DIRECTOR'S REPORT:

Mr. O'Hara reported that he and Mary Beth Welch, Carolyn Brown and Melissa Hidek have been meeting to discuss summer camperships, and that the FRCs are in the process of assembling their rosters.

Mr. O'Hara reported that Emma Johnston and Rasheeda Caldwell will be honored as Champions of Opportunity at the YWCA Day of Commitment to Eliminate Racism and Promote Diversity on April 21st. Mr. O'Hara also reported that Oscar Vergara will be honored at the 2016 NAACP Freedom Award Banquet on May 20th. He noted that PEACE, Inc., has purchased tables at both events.

Mr. O'Hara reported on a meeting with David Sutkowy regarding assigning a representative from PEACE, Inc., to a local early childhood education steering committee.

Mr. O'Hara reported that the recent Bowl for Kids' Sake raised approximately \$30,000 for BBBS.

Mr. O'Hara briefly discussed exploring the possibility of conducting a 50th Anniversary campaign in 2018 to raise capital funds for building improvements.

Mr. O'Hara reported that a list of priorities will be determined to replace vehicles within our fleet of 112.

Mr. O'Hara presented a HS/EHS budget modification for approval by the Board, in order to install a septic tank and utilize a well at the Lafayette Head Start site, which is currently purchasing its water from an adjacent apartment complex.

***The President requested a motion to approve the HS/EHS budget modification;
Ms. Crystal Horne moved to approve the HS/EHS budget modification;
Ms. Elizabeth Hakanson seconded the motion;
The motion carried unanimously.***

CENTER REPORTS:

None.

OLD BUSINESS:

None.

NEW BUSINESS:

None.

ADJOURNMENT:

***The President requested a motion to adjourn the April 25th, 2016, Board meeting;
Mr. Gary Russell moved to adjourn the April 25th, 2016, Board meeting;
Ms. Crystal Horne seconded the motion;
The motion carried unanimously.
The April 25th, 2016, Board Meeting adjourned at 5:20pm.***

Grant No. 02CH3086

Change of Scope

Introduction:

This proposal is in consideration as our community assessment has indicated a need for more full day /school year programming to meet with the needs of the working poor families within Onondaga County. Also with consideration given to the increase of State funding to local school districts there is increased completion for three and four-year-old children. With city schools providing more full day services to EPK and UPK eligible children we would have a better opportunity to provide full day / school year to our Head Start children thus meeting the needs of our families in this proposal.

Proposals

PEACE Inc. currently provides part day double sessions Head Start programming to 459 children in Onondaga County, NY. The majority of these children live in the city of Syracuse. In order to provide more full day/school year programming, PEACE Inc. is proposing to move 121 of the current, double session/school year slots to an expanded partnership with the Syracuse City School District (SCSD) to provide full day/school year programming. All of these slots are currently in three of our largest Syracuse City sites (Merrick, Sumner and St Brigid's) and would move to four identified SCSD schools (Delaware, Frazier, Dr King and Dr Weeks) for the start of the 2016-2017 school year. The SCSD schools are all in the same territory as the current HS sites. The SCSD has agreed to have a contract to work with us, jointly to provide HS comprehensive services to 121 UPK 4 year olds in their classrooms located in their buildings. The SCSD sees the great benefit to the comprehensive services being added to their Universal Pre-Kindergarten programming. Due to staffing and budget constraints, the SCSD can't provide the level of social and health services to children and families. Children in their program currently do not receive home visits, nor do the families receive individual attention for goal setting. These children will now receive full day, 7 hours of programming with a NYS certified teacher for 180 days per school year. PEACE HS will provide the comprehensive support services to the children, families and School District. Three family workers will support and engage the 121 families in this partnership. A nurse will be assigned to these children and families as well. Support, training and technical assistance staff will also be provided in all areas to ensure performance standards and guidelines are met. The rest of the slots will stay in our three city Head Start locations, allowing for the remaining children to all have full day/school year programming also. This option helps reduce our total part day double session/school year programming to 196.

PEACE Inc. would also like to propose to reduce the numbers at our Liverpool Head Start location. Liverpool is located just north of the city of Syracuse. In Liverpool we currently have four classrooms, two which are full day/school year and two that are part day double session/school year

programming for a total of 34 full day slots and 64 double session slots for a total of 98 Head Start children receiving services. Since we relocated to this site, we have found it difficult to keep the double session classes full, the full day classes there have remained constant. Considering the increase in state funding for EPK/UPK there is considerable competition for three and four year olds within Onondaga County. The majority of families receiving services at our Liverpool site are the working poor. These families need full day programming for their children while they work. If this reduction is approved, we would make this change effective September 2016, for the new school year and will serve a total of 66 children in full day/school year programming at our Liverpool site. If this reduction is approved, along with the change listed above we will then have only 132 children in double session classes. These remaining part day double sessions are in rural areas outside of the city of Syracuse. This reduction will not save PEACE Inc. any money because the part day double session teachers will have a full day/school year class. Considering this, we request the federal funding remain the same.

PEACE Inc, Head Start is requesting to reduce our Head Start Home-Based option from 22 slots to 11 slots. This reduction would be done through attrition. Currently, we operate a birth to five home based option. Our Early Head Start home based option is very successful in preparing our children for a center based option which then fully prepares children for a kindergarten setting. Most of the families with three to five-year-old children are more interested in a center based option providing the children with daily socialization, structure and routine. Many families have chosen Universal Prekindergarten. We are also recommending this reduction in preparation for the proposed new standards. PEACE Inc. will use the money that is saved from the elimination of one Home-Based visitor to give the remaining Home-Based visitors a minimal increase in salary.

Program Proposal for section one			
Site	Present # of Slots in Double Session	Converted to SCSD Full Day with HS Support	Slots Converted at HS site to Full Day Session
Merrick	131	65	66
St. Brigid's	68	34	34
Sumner	64	22	42
Totals	263	121	142

Program Proposal for section two				
Site	Present # of slots in Double Session	Present # of slots in Full Day Session	Slots Converted at HS site to Full Day Session	Reduction in the # of Slots
Liverpool	64	34	32	32

Program Proposal for section three			
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Site	Present # of Head Start slots	Reduction of the number of slots
HS Home-Base Option	22	11

PROJECTED IMPLEMENTATION TIMELINE

1/2016	Begin looking at Community Assessment and Enrollment / Attendance data to support a potential conversion from double session Head Start classrooms to full day.
2/2016	Began meeting weekly with Syracuse City School District (SCSD) to form partnership for 121 Head Start children to receive joint services
4/2016	Work out logistics of what children will transfer to SCSD
4/2016	Policy Council Approval
4/2016	PEACE Board Approval
6/2016	End double sessions at the three sites
8/2016	Train staff to support this partnership
9/2016	Begin full day sessions at our three HS sites and SCSD sites