

## Development Committee Minutes December 1, 2015

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MEMBERS PRESENT: Robert T. Tackman, Erich W. Shafer, David A. Scharoun

MEMBERS EXCUSED: Judge James H. Cecile

MEMBERS ABSENT: None

GUESTS PRESENT: Crystal Horne (HS/EHS Policy Council President)

STAFF PRESENT: Joseph E. O'Hara

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### **CALL TO ORDER:**

At 4:45 pm, the December 1, 2015 Development Committee meeting was called to order by Robert Tackman, acting as Chair due to the excused absence of the committee chair Judge Cecile.

### **APPROVAL OF PREVIOUS MINUTES**

***Erich Shafer made a motion to approve the November 2015 minutes, David Scharoun seconded the motion; the motion passed unanimously.***

### **INTERVIEW OF A PROSPECTIVE BOARD MEMBER**

Ms. Crystal Horne, the new HS/EHS Policy Council President was introduced by Mr. Robert Tackman and welcomed to be interviewed by the Committee as a prospective Board Member. (See attached HS/EHS Policy Council minutes dated October 21, 2015 affirming Ms. Horne's election as the HS/EHS Policy Council President. Ms. Horne's resume is also attached.)

Board President David Scharoun outlined the role and responsibilities of Board Membership. Subsequent to this information being presented and discussed, Executive Director Joseph O'Hara described PEACE, Inc. programs and fiscal operations.

After Ms. Horne was excused from the meeting, there was discussion on the merits of her being appointed to the Board. **Robert Tackman then made a motion to recommend Ms. Horne for Board Membership. The Motion was seconded by Erich Shafer, and unanimously approved.** The recommendation will be voted on at the December 14<sup>th</sup> Board Meeting.

**NEW BOARD REPRESENTATIVE TO THE HS/EHS POLICY COUNCIL**

Board President David Scharoun informed the Committee that Board Member Patricia Usherwood has agreed to be the Board Representative to the HS/EHS Policy Council.

**OLD BUSINESS:**

There was discussion on drafting an agenda for the annual Board Retreat scheduled for January 29-30, 2016.

**NEW BUSINESS:** No new business

**ADJOURNMENT:**

***At 5:25 PM, the December 1, 2015 Development Committee meeting was adjourned on a motion by Erich Shafer, seconded by David Scharoun. The motion carried.***

## RESUME

### CRYSTAL HORNE, POLICY COUNCIL PRESIDENT

I currently have a daughter enrolled in Merrick Head Start and my son attended the previous two years as well. This is my third year in Policy Council. I find that the more you know, the better able you are to help yourself and others. That's why I stay involved in as many things as possible at the school.

From an early age, I focused on exceeding goals that I set for myself while also encouraging others to achieve success. If there is ever a problem, I attack with intelligence and strength. I am an excellent source for information; always helping my fellow parent.

One thing about me is that I don't let the world get me down; when I'm faced with a challenge I never back down. As the new President of Policy Council, I will continue with this mindset and treat every problem as a challenge that needs a solution.

As a Head Start parent I am involved in every aspect of the program from volunteering in the classroom to bus monitoring. I have been active in the parent committees and policy council consistently. I am always advocating for all families.

I worked as a C.N.A (Certified Nurse's Aide) for seven years at Unlimited Care. I also earned my C.A.S.A.C. (Certificate in Alcohol and Substance Abuse Counseling) through community college while working for Lexington Center. Through work and policy council, I have gained countless skills to help me in both my personal and professional paths.

Vice President Crystal Horne called the meeting to order at 9:52 a.m. and did roll call; a quorum of the Council was present. Meeting attendees were: Alicia Colon, Crystal Horne, Marion Jordan, Mary Lanno, Laurinda Ludwig, Kabria Mansaw, Taylor O'Brien and Shawn Roberson. Absent members were: Heather Bishop, Ashley Stevenson, Cynthia Williams; excused members were: Maxine Burgin and Michelle Calkins. Staff members present were: Jamie Colucci, Holly Hastings, Rebekkah Heberle and Pat Helsel.

Crystal asked for approval of the 10/21/15 minutes that were distributed at this meeting. Mary Lanno moved to approve the minutes, Laurinda Ludwig seconded and the motion carried.

Crystal asked Becky Heberle to present the Policies and Procedures that were distributed at the 11/4/15 training meeting and in the packet for this meeting for those who had not attended the 11/4 meeting. Becky reviewed the changes in each policy/procedure as follows: CD202 Child Guidance policy definitions added, positive guidance E was revised and F was added, III Concerns of Unsafe Behavior was rewritten; CD203 Child/Adult Interactions policy statement rewritten identifying PEACE, Inc. and rewritten to match standard formatting, Child/Adult interactions made more formal and A, B, H, I K, N were reworded; DS205 CPSE Timeline reformatted to match standard policy format and forms made standard also; Laurinda pointed out a typo under F4 "that that", CD207 Daily Schedule policy statement rewritten and adjusted to simplify, A picture schedule added, schedule reorganized to simplify and time frames removed, HS/EHS schedules moved into one; CD209 Home visits, policy definition section added with the definition of support staff, HS Center Based added A regarding staff safety, B, E reworded, EHS safety was added and letter designators adjusted, added I so case notes must have information on home visits, HB is new and follows suit with HS/EHS visits, under forms F lesson plan added; CD/DS210 Individualizations/Observations reworded policy statement and definitions added, lists of screenings & assessments listed, former sections on HS/EHS and Children with Disabilities merged into one procedure; CD/DS212 Parent/Teacher Conferences policy statement rewritten and definition added, A, B, C are new under procedures, discussions to include progress made and attendance added to each home visit; CD/DS214-MH321 Screenings and Assessments policy definitions revised, policy statement revised, Section II Screening/Assessment Tools added Teaching Strategies Gold, Section III slightly revised and reorganized, Section IV TS Gold added and the Individual Child Profile added under forms, reformatted policy. Crystal asked for a motion to approve all eight policies. Laurinda Ludwig moved to approve with correction noted in DS205; Alicia Colon seconded and the motion carried.

Becky then updated Council that the Environmental Health and Safety review will begin on December 7. There will be two reviewers who will be looking at safety issues in the classrooms, playground and large motor spaces. Holly asked that if parents look with "is this safe for kids' eyes" and if there is something wrong to report it to the site supervisor. The third review will be on Comprehensive Service and School readiness and Becky said that if interviews are part of that review she will be asking for volunteers. Becky presented big increase in health care costs to both program and staff and because it happened over the summer it was anticipated that the cost to the program would be over \$300,000, many staffs changed the coverage to Employee only which lowered the cost to the employee and the program. Additionally, due to the high turnover there have been a number of vacant positions and length of time to fill the positions there is approximately \$200 K HS, \$100 EHS in savings. Becky explained that these funds must be used for the program but cannot be used for something like salaries, so the program is asking for approval of the Council to use some of this money to replace the windows at the Lafayette site, which is a building PEACE owns. Becky will be reviewing the budget with Anne Spicciati next week to get an update of the budget and she will be consulting the Facilities Manager to get cost estimates and other requirements in order to do the windows. Crystal asked for a motion to approve the budget modification to replace the windows at Lafayette and carry over the funds to do so. Alicia Colon moved to approve, Kabria Mansaw seconded and the motion carried. Becky also stated that there could be further requests made at the December meeting.

The Council then prepared for election of officers. Pat and Becky reviewed the responsibilities of each officer position and Jamie explained the role of the President on the PEACE board. Members were asked to self-nominate for each of the positions, Crystal Horne nominated herself for President or Vice President, Kabria Mansaw nominated herself for Vice President, Laurinda Ludwig nominated herself for Treasurer and Shawn Roberson nominated himself to be the ERSEA Representative. None of the present representatives wished to have the position of Secretary and the representatives decided to table filling that position until the December meeting. The nominees were presented as a slate and Mary Lanno moved to approve the slate of officers, Alicia Colon seconded and the motion unanimously carried. **The newly elected officers of the Council are: Crystal Horne, President; Kabria Mansaw, Vice President; Laurinda Ludwig, Treasurer and Shawn Roberson, ERSEA Representative.**

Crystal then asked Holly to discuss the spring child outcomes which reflect results from children who were in the 2014/15 program you for all three checkpoints and were included in the meeting packets. Holly began with the Gold report and distributed TSG guides. Holly used the first chart on Page 7 as an example, first area reflects the range of where you expect child to be in the 0-1yr age group to see whether or not we have a lot of children any particular area below the bands, or a lot beyond the color band which according to TSG would be advanced. Holly and her team look for children who are not meeting a particular range and looking at the overall progress of the children. Holly took the report and summarized it on the page which shows the Widely Held Expectations. She noted that the math percentage was a little low and so the program is now looking at embedding math throughout the day. Holly said that she hoped that we would see some improvement when she reports the Fall Outcomes in December. Holly also noted that some children might be below one of the widely held expectations, but still show progress. Holly discussed the Growth Expectations Chart which shows the widely held expectations comparing males to females, which was of interest to the Council last year. Holly said she and her team will be looking at that information to see if they can discover why females seem to have done better than the males. Holly then reviewed the TSG Comparative Report which is based on a nation-wide comparison of Kindergarten Entry children. Majority of program children either meet or exceed the expectations, but math again shows a high percentage below expectations. Marion Jordan moved to accept the 2014/15 Spring Outcomes Report, Alicia Colon seconded and the motion carried.

Crystal asked Jamie to present the Personnel Report and hire recommendations. Jamie reviewed and discussed the qualifications of the following hire recommendations:

(Int)ernal/ (Ext)ernal	Candidate Name	Parent	Fmr Parent	Fmr Child	Position	Location	Interview PC Rep.
(E)	Deekeena Holmes				Bus Driver	LV	Crystal Horne
(E)	Elizabeth Myers				Teacher Aide	SM	Crystal Horne
(E)	Tessa Lomonaco			X	Home Visitor	SB	Crystal Horne
(E)	Jessica McElligott				Family Worker	SB	Crystal Horne

Laurinda Ludwig moved to approve the four new hires; Alicia Colon seconded and the motion unanimously carried. Jamie then distributed the EEO report dated 11/4/15. Jamie reviewed the report noting the following new vacancies: Foster Grandparent Coordinator, HS/EHS Home Visitor, a Teacher Aide for James St, and a Center Aide for Liverpool. After discussion Laurinda Ludwig moved to approve the EEO report, Alicia Colon seconded and the motion carried.

Crystal asked Becky to give the Director's Report. Becky highlighted the following items from the October Report: 1) October enrollment was 100% for both HS and EHS; 2) HS attendance was 86% and EHS was 89%; 3) there are 82 HS children with a disability and 55 with a referral in process and EHS has 16 children

designated with a disability and four who were referred to early intervention. Laurinda Ludwig moved to accept the Directors Report, Alicia Colon seconded and the motion carried.

There was no further business and newly elected President Crystal adjourned the meeting at 12:20 pm.

Respectfully submitted,

Pat Helsel for  
, Secretary  
/ph

Policy Council Approved: