

Child Advocates of Blair County, INC.
Board Meeting Review
Tuesday, September 25, 2018

The meeting began at 4:30, with a before the board. Guest speaker Erica Peterson presented the annual self assessment review for the 2017-2018 school year done by the Planning and Development team. It reflected upon staff retention, facilities, duration, child development and education, family engagement, nutrition and health, and program design. It identified current challenges and positively reflected possible solutions as well as an action plan to be implemented.

Daryl Sarver went over the financial reports. He presented the board with a condensed version of the combined Head Start Budget for the 2018-2019 school year. He broke down specifically the total budget of \$4,971,594 and how 76% of that was federal funds and 24% was state funds. He discussed the additional staffing added and how that would be calculated in the future if funds needed to be transferred to balance the budget and will do that 2 times a year to stay up to date with it (Jan/June).

Terry Wasovich presented the directors report and updated us with program happenings. We were presented with information on Evergreen Manors open house, Graystone implementation and start up costs for facility, Greenwood outside maintenance, partnership with Dr. Novak for dental care, our possible partnership with the new homeless shelter, 5 year grants completions, and personnel items.

For the meeting, we approved several action items the most important being the federal head start grant submission and the numbers. We also approved the updated copy of the employee handbook, job descriptions for the following positions: teacher, teacher assistant, CSS, CDE manager, CDE supervisor, Human resource specialist, administrative division assistant, and CDE behavioral coach (upon updated version including an applicant can qualify with a special education degree). Furthermore, the board members approved the new child supervision and transition procedure be implemented. Cassie Grassmyer and Dan Novak were approved as new board members and Glenda Zeak's resignation was accepted.

On the agenda to continue to look at is the Playground Installation and cost associated with that. We will be looking at receiving possible donations, grants, or other bids to cover the installation costs associated with all the purchased equipment.

The next meeting will be held on November 27, 2018.