

**BOARD OF DIRECTORS MEETING**

**MONDAY, JANUARY 25, 2021**

***REMOTE & IN-PERSON***

**5:30 P.M.**

**MEMBERS PRESENT**  **STAFF MEMBERS PRESENT**

Dytrun Thirkill *– Remote* Dorothy Marstaller *– In person*

Judith Benton *– Remote*  Heather Shelton-Faulk *– In person*

Susan Copeland *– In person* Cassie Bianchi *– In person*

Gary Luft *– In person* Susan Wilson *– Remote*

Dr. Cassy Burleson *– Remote*  Brenda Sanchez *– In person*

Dr. Howard Childs *– Remote*  Robert Kunze *– In person*

Carolyn Cotton *– Remote*  Kanisha Johnson *– In person*

Billie J Meyers *– Remote*

Renee Turner *– Remote*  **STAFF ABSENT**

Charles Eaton *– Remote*  Nancy Cross  
Betsey Gilchrist *– Remote*

Terronga Weaver *– In Person*

**MEMBERS ABSENT**

Ben Perry

Elizabeth Nelson  
Steve Hernandez

**GUESTS PRESENT**

Marlon Williams – McConnell & Jones – Senior Auditor & Manager

Victor Zavala – McConnell & Jones – Auditor

Nicole Huang – McConnell & Jones - Auditor

The meeting was called to order by Vice President Susan Copeland at 6:10 p.m.

**ESTABLISH QUORUM**

A quorum was established.

**ORDER OF AGENDA**

The agenda remained the same.

**MISSION STATEMENT**

The Mission Statement was read by Dorothy Marstaller

**PUBLIC COMMENTS**

No public comment

**APPROVE NEW BOARD MEMBER**

Susan Copeland introduced Ms. Terronga Weaver; Policy Council President elected in November 2020 at the policy council meeting. Per EOAC bylaws, one seat on the board is held by a cross-representative from the policy council: the Policy Council President. Ms. Weaver is the newly elected policy council president.

Gary Luft made the motion to elect Ms. Weaver as the Policy Council representative, and to seat her to the Governing Board. Charles Eaton seconded the motion. All in favor. Motion carries unanimously. Ms. Weaver introduced herself to the board.

**CONSENT AGENDA**

The consent agenda is presented with the following items:

* Executive Committee Meeting Minutes – November 16, 2020
* Board Meeting Minutes - November 16, 2020
* Special Called Board Meeting (Accept Resignation of Robert Brock-Jones ending term on the Policy Council) - December 17, 2020
* Financial Reports - October, November & December 2020 *(Organizational Standard 8.7)*
* Head Start/Early Head Start - Training and Technical Assistance Plan
* Head Start/Early Head Start - Program & School Readiness Goals
* Head Start/Early Head Start - 2020 Community Assessment Update
* Head Start/Early Head Start - 2020 Self-Assessment Results
* Head Start/Early Head Start - 2021-2022 Selection Criteria
* Head Start/Early Head Start - Director's Report
* Memorandum of Understanding - Harmony Science Academy
* Memorandum of Understanding - Extended Stay America
* Memorandum of Understanding - LaQuinta Inn
* Memorandum of Understanding - Texas State Technical College
* Memorandum of Understanding - Waco Dental Assistant School
* Job Description/Update Salary - Head Start Class Mentor

Susan Copeland asked if anyone would like to pull anything for further consideration or questions. No requests to do so. Ms. Copeland presents accepting and approving the audit as a recommendation from the Executive Committee. All in favor. Motion carries unanimously.

**APPROVE 2020 EOAC AGENCY AUDIT**

Marlon Williams with McConnell & Jones presents the EOAC Agency audit to the Governing Board via Zoom. Marlon stated that there were no findings and no major concerns. Marlon suggested that the agency continue to review its funding sources to continue to build the unrestricted fund balance.

Ms. Copeland presents accepting and approving the Agency Audit as a recommendation from the Executive Committee. All in favor, motion carries unanimously.

**COMMUNITY SERVICE PROGRAM MONTHLY REPORTS – NOVEMBER & DECEMBER 2020**

***(ORGANIZATIONAL STANDARD 2.3 & 5.9)***

Kanisha Johnson, Community Services operations manager presents the Community Services monthly report. Kanisha states that we are still processing applications from clients, and that the CEAP group will start to travel this month, as it’s safe to do so, to the outlying counties and to the food banks. The money management class will also resume this month at the Veteran’s One Stop and will be presented by Amanda Weiss or Kanisha Johnson.

Ms. Copeland presents accepting and approving the report as a recommendation from the Executive Committee. All in favor, motion carries unanimously.

**WEATHERIZATION DIRECTORS REPORT *(ORGANIZATIONAL STANDARD 5.9)***

Robert Kunze, Weatherization Director, presents the Weatherization report. Robert stated we are on track to have LIHEAP spent by March 2021. DOE spent by June 2021. EOAC is currently waiting for TACAA contract, due to changes at TACAA. Weatherization needs additional clients from all counties. Robert discussed that flyers are being created and will be mailed to the highest poverty zip codes in each county we serve. Robert requested assistance from board members to get the information out to their counties and agencies about Weatherization and Community Services. Board members volunteered to take flyers for the counties. It was also discussed that Robert will try to set meetings with county judges.

Ms. Copeland presents accepting and approving the report as a recommendation from the Executive Committee. All in favor, motion carries unanimously.

**HEAD START/EARLY HEAD START - BEGINNING OF THE YEAR (BOY) CHILD ASSESSMENT OUTCOMES**

Bridget Montgomery, Head Start/Early Head Start Assistant Director, presented the Head Start/Early Head start Beginning of the Year (BOY) report. Students in HS/EHS have the option to elect virtual or in-person learning, due to the on-going COVID-19 pandemic. All students, regardless of learning option have been evaluated. Head Start evaluates students using CLI. Early Head Start Students are evaluated using Teaching Strategies Gold. Each evaluation reviews the student’s developmental milestones, goals, and school readiness. Discussed the strengths of students, and the weaknesses. Bridget and her team are developing strategies to address the weaknesses in the classrooms, and while working with families. The program is adding teacher development days to further develop strategies to strengthen education for students based on the reports.

Ms. Copeland presents accepting and approving the report as a recommendation from the Executive Committee. All in favor, motion carries unanimously.

**HEAD START/EARLY HEAD START - CONTINUATION APPLICATION 2021**

Susan Wilson, Head Start/Early Head Start Director presents the Head Start/Early Head Start continuation grant for board approval. Each year Head Start/Early Head Start must submit a continuation grant for the programs and obtain Board Approval.

Ms. Copeland presents accepting and approving the report as a recommendation from the Executive Committee. All in favor, motion carries unanimously.

**HEAD START/EARLY HEAD START CALENDAR - JANUARY 2021**

Susan Wilson, Head Start/Early Head Start Director presents the Head Start/Early Head Start Calendar. Waco ISD has added four professional development days to the calendar, and Head Start has added these days as professional development days as well to continue to align our calendar with the District calendar.

Ms. Copeland presents accepting and approving the report as a recommendation from the Executive Committee. All in favor, motion carries unanimously.

**GOVERNING BOARD/HEAD START RESPONSIBILITIES, HEAD START POLICY COUNCIL RESPONSIBILITIES, GOVERNING BOARD/HEAD START IMPASSE PROCEDURES**

Susan Wilson and Dorothy Marstaller present the revised impasse policy of the Governing Board and the Policy council. Changes were made to align the Policy Council procedures with the Governing Board by-laws and the EOAC employee handbook.

Ms. Copeland presents accepting and approving the report as a recommendation from the Executive Committee. All in favor, motion carries unanimously.

**HEAD START/EARLY HEAD START - 2019-2020 ANNUAL REPORT**

Susan Wilson presents the Head Start/Early Head Start report for 2019-2020. The pandemic presented challenges to serving children and families, however, students made progress, and new procedures have been developed to assist with the changes the pandemic has brought. Report only.

**FAMILIES FIRST CORONAVIRUS RESPONSE ACT (FFCRA)**

Heather Shelton-Faulk presented a FFCRA update. EOAC was a FCCRA eligible employer and provided the update to FMLA leave by Federal law from 4/1/2020 – 12/31/2020. EOAC has chosen not to voluntarily extend FFCRA, as we are awaiting changes by the Biden administration. Report only.

**BOARD MEMBER TRAINING HOURS AND REQUIREMENTS**

Dorothy updated the board on their required training hours. Report only.

**RECOGNITION OF BOARD MEMBERS SERVICE**

The following Board Members were recognized for their years of service:

Susan Copeland - 28 Years

Carolyn Cotton - 6 Years

Dytrun Thirkill - 2 Years

Steve Hernandez - 1 Year

Recognized board member’s years of service are those who have anniversaries in January. Information only.

**EXECUTIVE DIRECTOR REPORT**

Dorothy reports that we are unable to purchase the Mart Head Start building due to the building having asbestos. Head Start guidelines do not allow for the purchase of the building until asbestos abatement has been completed. The current seller is not going to abate the asbestos, so the building cannot be purchased. We are allowed to rent the building until sold.

**EXECUTIVE SESSION**

The Executive Session is a standard agenda item and will appear on all governing board agendas. The Executive Committee did not enter executive session on 01/25/2021.

**ADJOURNMENT**

There being no further business, the meeting was adjourned at 6:44 p.m.

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***Board Chair Date***