

The SUM Child Development Board of Directors met **July 25, 2017** at the Central Office in Mifflinburg, PA. The following summarizes the meeting:

- Approved and/or Reviewed Consent Items:
  - *Minutes (June 29, 2017)*
  - *CEO & Assistant ED Reports*
  - *Personnel Action Report*
  - *Credit Card Reports (June)*
  - *Mileage Reimbursement Rate*
  - *CCIS Update and Encumbrance Report*
- Completed Conflict of Interest Disclosures.
- Reviewed Board Committee Roles and Members.
- Received reports from Human Resources Committee.
- Received report from Board Development Committee: Colleen Flewelling's resignation due to moving out of the area and Summary of Board Self Evaluation.
- Received information about the Request for Proposal for PA Early Learning Resource Centers Grant which will combine current 42 CCIS offices and 4 Regional Keys into 19 ELRC Regions for a single access point supporting families and providers.
- Received information about visit from Region III Grant Program Specialist, Natalie Young, and Training/TA Specialist, Bill Heubner.
- Received and reviewed the 2016 Salary/Wage Study.
- Received a Fiscal Update.
- Discussed opportunity at Greenspace in Lewisburg (had opportunity to visit the space prior to the meeting).
- Reviewed Child Care Efficiency Report.
- Received information about upcoming Health Insurance Renewal.
- Received an overview of Data/Quality Assurance position from Nate Williard, Coordinator.
- Reviewed Spring Outcomes compared with Fall.

The SUM Child Development Board of Directors met **June 15, 2017** at the Lewisburg Hotel in Lewisburg, PA. The following summarizes the meeting:

- Approved and/or Reviewed Consent Items:
  - *Minutes (May 18, 2017)*
  - *CEO & Assistant ED Reports*
  - *Self Assessment Plan*
  - *Personnel Action Report*
  - *Credit Card Reports (May)*
  - *Monthly Monitoring-Attendance & Enrollment (May)*
  - *Policy Council Summaries (May, June)*
  - *CCIS Update and Encumbrance Report*
- Approved term renewals for Colleen Flewelling (3-year term) and Rachel Smith (one-year term).
- Approved officer positions: Leo Weidner, President; Adanma Akujieze, Vice President; Rachel Smith, Secretary/Treasurer
- Approved Head Start/Early Head Start Grant Amendment Application for 1% Cost of Living Adjustment.

The SUM Child Development Board of Directors met **May 18, 2017** at the Central Office in Mifflinburg, PA. The following summarizes the meeting:

- Approved and/or Reviewed Consent Items:
  - *Minutes (March 28, 2017)*
  - *CEO & Assistant ED Reports*
  - *Employee Opinion Survey Summary*
  - *Personnel Action Report*
  - *Credit Card Reports (March, April)*
  - *Monthly Monitoring-Attendance & Enrollment (March)*
  - *Policy Council Summaries (March, April)*
  - *Board Meeting Dates 7/17 – 6/18)*
  - *CCIS Update and Encumbrance Report*
- Received information from Marketing Committee Meeting and regarding progress on agency name change/rebranding process and fund development potential.
- Voted to approve slate of nominees for board of directors: Tamara Ozlanski, Mackenzie Seiler, Abbey Scheckter. Discussed officer positions.
- Discussed and selected date for future Board Retreat: October 14.
- Received information about scholarships awarded to graduating seniors that had attended SUMCD Head Start.
- Received verbal fiscal update from Fiscal Director; discussed need for different accounting software.
- Received OHS correspondence: Grant Amendment Award to increase base funding level for extended duration classrooms; 1% COLA increase notice.
- Received information about current Payroll System/need for increased services and options. Approved contracting with Keystone Payroll.
- Received information on justification of need for increased child care tuition. Approved increase of \$1.00 per day across the board.
- Received information about vendors and recent bids/process. Approved adding three additional vendors to “preferred vendor list:” (McCreary HVAC, Fairchild Brothers, A&S Mechanical).
- Approved submission of grant application for expansion of Pre-K Counts Program (40 slots).
- Received update on leasing space at the Greenspace Center, Lewisburg.
- Received information about accident at SCC involving foster grandparent/vehicle.
- Received information about complaint filed.
- Reviewed Child Care Efficiency Report.

The SUM Child Development Board of Directors met **March 28, 2017** at the Central Office in Mifflinburg, PA. The following summarizes the meeting:

- Approved and/or Reviewed Consent Items:
  - *Minutes (January 24, 2017)*
  - *CEO Report*
  - *Signatory Authorities for Mifflinburg Bank & Trust Line of Credit, Service 1<sup>st</sup> Credit Union Account)*

- *Summaries/Votes by Email*
- *Personnel Action Report*
- *ERSEA Policy and Procedures*
- *Credit Card Reports (January, February)*
- *Financial Reports (January, February)*
- *Monthly Monitoring-Attendance & Enrollment (January, February)*
- *Policy Council Summaries*
- *CCIS Update and Encumbrance Report*
- Received information and updates on Board Development and nominations.
- Received information from Marketing Committee Meeting and regarding progress on agency name change and rebranding process.
- Received and reviewed report from Assistant Executive Director.
- Received and reviewed revised Agency Budget.
- Approved carriers of land line and cell phone services.
- Reviewed Child Care Efficiency Report.

The SUM Child Development Board of Directors met **January 24, 2017** at the Central Office in Mifflinburg, PA. The following summarizes the meeting:

- Approved and/or Reviewed Consent Items:
  - *Minutes (November 15, 2016)*
  - *CEO Report*
  - *Summaries/Votes by Email*
  - *Personnel Action Report*
  - *Credit Card Reports (January, February)*
  - *Policy Council Summaries*
  - *CCIS Update and Encumbrance Report*
- Received information and updates from Audit Committee and Program Committee.
- Discussed Board Development.
- Received update regarding Fiscal Director position, approved new Fiscal Director.
- Reviewed and approved organizational chart.
- Received information about the 403(b) Audit.
- Received annual training on Eligibility, Recruitment, Selection, Enrollment, Attendance.
- Approved Education Incentive Awards.
- Approved Amendment to grant for purchase of buses/vehicles.
- Received, reviewed, and approved Monthly HS/EHS Report on Attendance and Enrollment.
- Reviewed Fall Outcomes Reports.
- Reviewed Child Care Efficiency Report.

The SUM Child Development Board of Directors met **November 15, 2016** at the Central Office in Mifflinburg, PA. The following summarizes the meeting:

- Approved and/or Reviewed Consent Items:
  - *Minutes (September 27, 2017)*
  - *Summary of Resolutions/Votes by Email*
  - *2017 Holidays and Staff Training Day*
  - *Personnel Action Report*

- *Credit Card Reports (September, October)*
- *Monthly Monitoring-Attendance & Enrollment (September)*
- *Policy Council Summary*
- *Impasse Policy and Procedure Revisions*
- *CCIS Update and Encumbrance Report*
- Received updates from CEO (grants, announcements).
- Received summaries of Board Development Committee and Human Resources Committee.
- Approved Lease for space in Strodes Mills.
- Reviewed and approved revisions to Extended Duration Amendment to HS/EHS Grant.
- Received information about the HS/EHS Continuation Grant.
- Approved changes to exempt/nonexempt staff positions in compliance with FLSA.
- Approved changes to employee benefits.
- Approved bank accounts and signatory authority of applicable staff and board members.
- Reviewed Quarterly Financial Report.
- Reviewed revised 16-17 Budget.
- Approved job description for Manager of Communications & Administrative Services.
- Reviewed Child Care Efficiency Report.

The SUM Child Development Board of Directors met **September 27, 2016** at the Central Office in Mifflinburg, PA. The following summarizes the meeting:

- Approved and/or Reviewed Consent Items:
  - *Minutes (July 25, August 29, 2016)*
  - *Summary of Resolutions/Votes by Email*
  - *Correspondence from Office of Head Start*
  - *Credit Card Reports (August)*
  - *Head Start/EHS Financial Reports (July, August)*
  - *Policy Council Summary*
  - *Policy Council Responsibilities (aka Job Description)*
  - *Policy Council Bylaws*
  - *Program Philosophy*
  - *CCIS Update and Encumbrance Report*
- Received updates from CEO (grants, announcements).
- Approved Mortgage Proposal.
- Received Training on new Head Start Program Performance Standards.
- Approved the policy and procedures for enrolling children up to 130% of the Poverty level.
- Reviewed Personnel Actions.
- Reviewed Child Care Efficiency Report.

The SUM Child Development Board of Directors met **July 26, 2016** at the Central Office in Mifflinburg, PA. The following summarizes the meeting:

- Approved and/or Reviewed Consent Items:
  - *Minutes (June 9, June 22, 2016)*
  - *CEO Report/Announcements*

- *Summary of Resolutions/Votes by Email*
- *Personnel/Human Resources Report of all Programs*
- *Credit Card Reports (June)*
- *Board of Directors' Responsibilities (aka Job Description)*
- *Code of Conduct for Board and Policy Council*
- *Impasse Policy and Procedure*
- *CCIS Update and Encumbrance Report*
- Reviewed Board Committees.
- Approved Mileage Rate to remain the same.
- Received Board Self Evaluation Results.
- Completed Conflict of Interest Disclosures.
- Approved Insurance Broker.
- Approved Auditor.
- Approved purchase of Smart Board.
- Received information about leasing space at Body & Soul.
- Received and reviewed Quarterly Financial Report.
- Received information about EHS-CC Grant.
- Reviewed Child Care Efficiency Report.

The SUM Child Development Board of Directors met **June 22, 2016** at BJ's Steak & Rib House in Selinsgrove, PA. The following summarizes the meeting:

- Recognized outgoing board members, welcomed incoming board members.
- Reviewed Outcomes Reports (Fall to Spring)
- Received information about teaching math to infants and toddlers.
- Approved Consent Items.
- Approved the purchase of a 48 passenger bus from Rohrer Bus Services based on sealed bids.
- Approved the submission of the Head Start/Early Head Start Grant Amendment Application for Extended Duration of services.
- Approved moving forward with advertising and recruiting for an Assistant Executive Director.

The SUM Child Development Board of Directors met **May 25, 2016** at the Central Office in Mifflinburg, PA. The following summarizes the meeting:

- Approved and/or Reviewed Consent Items:
  - Approval of Minutes (April 27, 2015)
  - Executive Director Report/Announcements (including Update on Grant Applications)
  - Summary of Resolutions/Votes by Email (none)
  - Correspondence from OHS (none)
  - Personnel/Human Resources Report of all Programs
  - Monitoring (April), Financial, Credit Card Reports (April)
  - Contracted attorneys approval
  - CEO annual performance evaluation
  - CCIS Update and Encumbrance Report
- Approved Management Restructuring/New Organizational Chart

- Received report from Board Executive Committee Meeting.
- Received report from Human Resources Committee; approved moving forward with The Graham Company for health benefits.
- Approved moving board meetings to Tuesdays.
- Approved slate of nominees for board and board officers (president, vice-president)
- Reviewed and approved Quarterly Financial Report (July – March)
- Discussed need for special meeting to discuss/approve grant applications.
- Provided with questions to review for Board Self Evaluation.
- Reviewed Child Care Efficiency Report.
- Provided with Winter Outcomes Reports.

The SUM Child Development Board of Directors met **April 27, 2016** at the Central Office in Mifflinburg, PA. The following summarizes the meeting:

- Discussed follow-up actions from the Board Retreat.
- Approved the use of a Consent Agenda for future meetings.
- Approved revisions to Bylaws.
- Approved Minutes from prior meeting.
- Approved Fiscal Director Lynne Renn to be authorized credit card holder and contact person for account.
- Approved revisions to ERSEA Procedures.
- Reviewed Personnel Actions.
- Reviewed and approved the following reports: Monitoring (February, March), Financial, Credit Card Reports (January, February, March)
- Reviewed Child Care Efficiency Report.
- Reviewed CCIS Encumbrance Report.
- Received report from Finance Committee Meeting.
- Approved Salary & Wage Scale revisions.
- Approved lease for new CCIS office.
- Approved Time Keeping Policy.
- Approved Self Assessment Plan.
- Received information of upcoming grant opportunities.

The SUM Child Development Board of Directors met **January 27, 2016** at the Central Office in Mifflinburg, PA. The following summarizes the meeting:

- Approved Minutes from prior meeting.
- Received information about Pre-K Counts and Head Start Supplemental Assistance Funding awarded, Pre-K Counts Audit, OCDEL initiative to improve services and supports, MIHOPE Study updates, a potential Cost of Living Increase for HS/EHS, training and technical assistance from Region III Specialists, and CEO Interview on WNEP TV regarding budget impasse.
- Received report from Audit Committee regarding the annual audit. Approved audit for period of April 1, 2014-June 30,2015.
- Received information from Nominating Committee regarding terms expiring in 2017 and recruitment possibilities.

- Received updates on grant applications including Mifflin County Social Services Department, Greater Susquehanna Valley United Way, Mifflin County CDBG, Seda-Cog/Union County Bus, and a scholarship for STEM professional development.
- Received information about the Finance Committee Meeting to be held in February.
- Received notice of information from the Office of Head Start (posted online).
- Received information and discussed replacement CFO. Approved change to CFO title to Fiscal Director.
- Received information about the Annual Meeting Agenda, which is scheduled for March 23<sup>rd</sup>.
- Received information about and discussed the upcoming Board Retreat.
- Received information about and approved Employment Incentive Awards.
- Approved (reaffirmed) Procedure to Resolve Community Complaints.
- Received information about and approved new payroll system.
- Received Fall Outcomes Report.
- Received Financial Report on State funding for Pre-K Counts and MIECHV Grant and lines of credit.
- Approved increase to Child Care Tuition, effective April 1, 2016.
- Received the Personnel Action Report.
- Approved the Head Start/Early Head Start Reports: Monthly Monitoring, Financial, and Credit Card.
- Reviewed the Child Care Efficiency Reports.
- Reviewed the CCIS Encumbrance Reports.

The SUM Child Development Board of Directors met **November 18, 2015** at the Central Office in Mifflinburg, PA. The following summarizes the meeting:

- Approved Minutes from prior meeting.
- Received information about Pre-K Counts and Head Start Supplemental Assistance Funding awarded, Pre-K Counts Audit, OCDEL initiative to improve services and supports, MIHOPE Study updates, a potential Cost of Living Increase for HS/EHS, training and technical assistance from Region III Specialists, and CEO Interview on WNEP TV regarding budget impasse.
- Received report from Audit Committee regarding the annual audit. Approved audit for period of April 1, 2014-June 30, 2015.
- Received information from Nominating Committee regarding terms expiring in 2017 and recruitment possibilities.
- Received updates on grant applications including Mifflin County Social Services Department, Greater Susquehanna Valley United Way, Mifflin County CDBG, Seda-Cog/Union County Bus, and a scholarship for STEM professional development.
- Received information about the Finance Committee Meeting to be held in February.
- Received notice of information from the Office of Head Start (posted online).
- Received information and discussed replacement CFO. Approved change to CFO title to Fiscal Director.
- Received information about the Annual Meeting Agenda, which is scheduled for March 23<sup>rd</sup>.
- Received information about and discussed the upcoming Board Retreat.
- Received information about and approved Employment Incentive Awards.
- Approved (reaffirmed) Procedure to Resolve Community Complaints.
- Received information about and approved new payroll system.

- Received Fall Outcomes Report.
- Received Financial Report on State funding for Pre-K Counts and MIECHV Grant and lines of credit.
- Approved increase to Child Care Tuition, effective April 1, 2016.
- Received the Personnel Action Report.
- Approved the Head Start/Early Head Start Reports: Monthly Monitoring, Financial, and Credit Card.
- Reviewed the Child Care Efficiency Reports.
- Reviewed the CCIS Encumbrance Reports.

The SUM Child Development Board of Directors met October 28, 2015 at the Central Office in Mifflinburg, PA. The following summarizes the meeting:

- Approved Minutes from prior meeting.
- Received information about funding from the federal and state governments, events at the Center for School-age Development in Lewisburg, training for managers on reflective supervision, and press articles featuring SUMCD.
- Received information from the Executive Committee and ratified approval for submission of grants to Mifflin County and PPL.
- Received updates on grant applications submitted.
- Approved line of credit.
- Received information about Volunteer Policy approval of attorney, governance training online, a new Head Start Program Specialist, and the SUMCD self assessment.
- Received a draft of the revisions that will be made to the current HS/EHS grant application for the 2016-2017 year. Approved proceeding with the grant application.
- Approved submission of grant application to Greater Susquehanna Valley United Way.
- Discussed and tabled further discussion of a resolution to amend the 403(b) Retirement Plan.
- Received the Personnel Action Report.
- Approved the Head Start/Early Head Start Reports: Monthly Monitoring, Financial, and Credit Card.
- Reviewed the Child Care Efficiency Reports.
- Reviewed the CCIS Encumbrance Reports.

The SUM Child Development Board of Directors met September 23, 2015 at the Central Office in Mifflinburg, PA. The following summarizes the meeting:

- Approved Minutes from prior meeting.
- Received information about online safety inspections using tablets; development of five year goals, including training/technical assistance for development of such.
- Received update from Board Audit Committee.
- Approved changes to bylaws reflecting change in fiscal year and addition of executive committee of the board.
- Received updates on grant applications submitted.
- Reviewed correspondence from OHS.



- Received information about and approved submission of grant application to expand HFA Program through the PA Pay for Success Program.
- Reviewed, discussed, and approved Volunteer Policy.
- Approved meeting dates for 2016.
- Received and reviewed the Program Information Reports for HS and EHS.
- Received and discussed board training modules, posted on website for board review.
- Approved purchase of heat pump for MCC.
- Received the Personnel Action Report.
- Approved the Head Start/Early Head Start Reports: Financial and Credit Card.
- Reviewed the Child Care Efficiency Reports.
- Reviewed the Encumbrance, Subsidy, and CCIS Service Numbers Reports.

The SUM Child Development Board of Directors met August 26, 2015 at the Central Office in Mifflinburg, PA. The following summarizes the meeting:

- Received information about the PA Budget, Directors & Officers Insurance, Management Team Retreat, Staff Trainings, new playground at Mifflin County Academy, Center Director resignation (SCC), and Enrollments.
- Approved the replacement of policy council representative by Mary Long, Policy Council Member.
- Reviewed vote by email: approved Agency Budget for fiscal year 2016.
- Received updates on grant applications submitted.
- Reviewed and approved Confidentiality Policy and Agreement.
- Received report from meeting with new HS/EHS Grants Manager, Joe Mistretta.
- Reviewed 5 year grant requirements.
- Reviewed classroom locations and models.
- Approved procedure for board to grant bonuses to staff.
- Reviewed the board self evaluation results from Survey Monkey.
- Approved changes to job description/duties of Controller of Operations (change to Fiscal Manager) and Buildings & Grounds Manager.
- Reviewed and approved the Financial Report for 4/1/14 – 6/30/15
- Changed board meeting dates based on new fiscal year.
- Approved new salary scale with changes to FSA position.
- Reviewed GOLD assessments – Spring Outcomes
- Received the Personnel Action Report.
- Approved the Head Start/Early Head Start Reports: Financial and Credit Card.
- Reviewed the Child Care Efficiency Reports.
- Reviewed the Encumbrance, Subsidy, and CCIS Service Numbers Reports.

The SUM Child Development Board of Directors met June 24, 2015 at the Central Office in Mifflinburg, PA. The following summarizes the meeting:

- Received information about the PA Budget, new Enrollment/Outreach Manager, closing Taylor Park site, and transforming Sharon Koppel Children’s Center in the Center for School-age Development (Lewisburg).
- Approved the minutes from the April 2015 meeting.
- Reviewed votes by email: approved Peter Kay as board member, approved two job descriptions: Behavioral Health Specialist, Enrollment/Outreach Manager.
- Received updates on grant applications submitted.
- Approved submission of grant application to Union County for new bus.
- Reviewed correspondence from Office of Head Start – revisions to performance standards.
- Discussed board committees.
- Received report on Inventory and Quarterly Financial Report; approved both.
- Approved contracted attorneys:
  1. Brian Kerstetter (local, general practice)
  2. Ron McGuckin (specializing in HS/EHS matters)
  3. McNees, Wallace & Nurick, LLC / Bruce Bagley and Associates (specializing in Human Resources matters)
- Received summaries of board and management conflict of interest disclosures.
- Approved mileage reimbursement rate to stay at \$.46/mile.
- Approved Compliance Auditor Job Description.
- Approved the pursuit of a second line of credit if needed.
- Received the Personnel Action Report.
- Approved the Head Start/Early Head Start Reports: Financial, and Credit Card.
- Reviewed the Child Care Efficiency Reports.
- Reviewed the Encumbrance, Subsidy, and CCIS Service Numbers Reports.

The SUM Child Development Board of Directors met **February 25, 2015** at the Central Office in Mifflinburg, PA. The following summarizes the meeting:

- Approved the minutes from the January 2015 board meeting.
- Received news about children transitioning to kindergarten, staff credentials, Raise the Region, CCIS and Pre-K Counts audits/reviews, expected State budget dollars for early childhood education.
- Approved election of new board members, as voted on by parents.
- Reviewed vote by email to change name of school age program to Center for School-age Development.
- Reviewed and approved revised goals of the Continuous Quality Improvement Plan.
- Received information about the upcoming EHS/CC grant through OCDEL.
- Received document and verbal report of the Fall-Winter Child Outcomes Growth Report.
- Received information regarding the Uniform Code and Financial Procedures Revisions.
- Approved Herring, Roll & Solomon, P.C. to conduct the agency audit.
- Received the Personnel Action Report.
- Approved the Head Start/Early Head Start Reports: Financial, and Credit Card.
- Reviewed the Child Care Efficiency Reports.
- Reviewed the Encumbrance, Subsidy, and CCIS Service Numbers Reports.

The SUM Child Development Board of Directors met **January 29, 2015** at the Central Office in Mifflinburg, PA. The following summarizes the meeting:

- Approved the minutes from the November 2014 board meeting.
- Received news about: savings on cleaning contracts, Fred Smith certified as Outdoor Play Inspector, music program for Head Start by Anne Laurence, bilingual staff hiring, STARS grant applications for staff medical benefits .
- Received information and updates about CCIS from Mary Wilson, reviewed the CCIS encumbrance report.
- Received report from Nominating Committee about board members/terms and recommendations for 3 new board members. Approved board ballot and slate of officers for 2015-2016.
- Received report from program committee regarding child care revenues, changing the makeup of enrollments (fewer infants, more preschool, classes for 3 year olds), changing the name of the SACC program, moving Lewisburg SACC to SKCC/moving SKCC children to LCC or other centers, and a variety of collaborations. Approved the move of the Lewisburg SACC program.
- Received report from Human Resources Committee and affirmed decision of committee.
- Received update on status of lease and programs at Taylor Park Children's Center.
- Notified of correspondence from Office of Head Start (posted on website).
- Notified of successful 403(b) Audit.
- Received, reviewed, and approved the agency financial report for the period of April-December.
- Received information about and approved that SUMCD fiscal year be changed from July 1 – June 30, with the current fiscal year ending June 30, 2015, and that the fiscal year of the SUMCD 403(b) thrift plan be changed to July 1 – June 30.
- Approved a revision to the board meeting schedule (March and April meetings).
- Approved revised ERSEA Policy and Procedure.
- Approved presented EIA/ARA Bonus Payments.
- Notified of Fiduciary Liability Insurance Policy renewal.
- Received the Personnel Action Report.
- Approved the Head Start/Early Head Start Reports: Monthly Monitoring, Financial, and Credit Card.
- Reviewed the Child Care Efficiency Reports.

The SUM Child Development Board of Directors met **November 19, 2014** at the Central Office in Mifflinburg, PA. The following summarizes the meeting:

- Approved the minutes from the September and October board meetings.
- Received news about data-driven decision making plans, EHS/CC grants, grant awarded to Lewistown Children's Center from Walden University, Healthy Families America accreditation, grant applications submitted to Greater Susquehanna Valley United Way.
- Received report from program committee and approved the following: 2015 holidays and day that child care is closed; increase in child care fees; salary scale changes effective 4/2015.
- Received report from Human Resources Committee and affirmed decision of committee.
- Approved the submission of the DRS grant application and for the board president to sign electronically.
- Approved the opening of before and after school SACC at Baugher Elementary School in Milton.
- Approved the amendment of the contract with the PA Department of Education for the new Pre-K Counts slots (68).

- Notified of correspondence from Office of Head Start (posted on website).
- Reviewed and approved the Continuous Quality Improvement Plan goals for 2014-2015.
- Approved to re-establish parameters of the CEO's signatory authority and signatures for both payroll and non-payroll cash disbursements.
- Approved to maintain the mileage reimbursement rate at \$.46.
- Further discussed and approved the submission of the EHS/HS Grant Extension application for the period of 4/1/15 – 6/30/15.
- Approved the board meeting schedule for 2015.
- Received, reviewed, and approved the agency financial report for the period of April-September.
- Reviewed and approved the job description for the new position: Protective Factors Parent Educator.
- Received the Personnel Action Report.
- Approved the Head Start/Early Head Start Reports: Monthly Monitoring, Financial, and Credit Card.
- Reviewed the Child Care Efficiency Reports.
- Reviewed the CCIS Encumbrance Report.

The SUM Child Development Board of Directors, management and Policy Council members attended the annual meeting of the corporation on **October 22, 2014** at the Shade Mountain Winery. The following summarizes the meeting:

- Received an overview of the 2013-2014 year (annual report of the corporation and head start/early head start report).
- Received presentation of the Fall 2014 Outcomes Report by Cathy Dysinger, Education Services Coordinator and Nate Williard, Data/Quality Assurance Coordinator.
- Reviewed and approved School Readiness Goals for the 2014 year.
- Received information regarding the five year HS/EHS grant that is due November 24th. Approved that management move forward with the funding grant application.
- Received information about new Pre-K Counts grant funding for 68 additional slots.
- Discussed locations of children's centers. Approved to vacate the Taylor Park center when the lease expires in April 2015.
- Approved leasing space from the Union County Housing Authority for enrollment and CCIS.

The SUM Child Development Board of Directors met **August 27, 2014** at the Lewistown Children's Center; the following summarizes the meeting:

- Received presentation from Bob Long about Pre-K for PA.
- Approved the minutes from the June board meeting.
- Received news about Susquehanna Children's Center STAR 4 rating; SUMCD Facebook pages; new management staff Cindy Rocavek and Nate Williard; I/T updates (server upgrades, purchases of tablets and cell phone, improved conference calling capabilities); fiscal management attended head start training; summer camp successes; open recruitment day for HS, EHS, Pre-K.
- Received report from audit committee, which approved the audit.
- Reviewed email vote to remain with Geisinger Health Plan and the same dental coverage, absorbing the health plan increase of 1.02%.
- Received updates on Designation Renewal System and EHS Child Care Grants.
- Received report about completion of CEO performance evaluation from Board Chair.

- Received notice of information/correspondence from OHS that is posted on agency website.
- Received, reviewed, and approved the following policies: new HFA policies for accreditation, Lice Policy (revised), Food Allergy/Intolerance Policy (new).
- Approved the policy renewal of the D&O and Employment Practices with Chubb Insurance Company.
- Approved Business Plan 2014-2015 (received and reviewed prior to meeting).
- Approved submission of Pre-K Counts grants application; approved that Jane Campbell sign the grant contract, if received.
- Received and reviewed the first quarter financial report.
- Approved Transportation Manager position be changed to Transportation Assistant Coordinator.
- Approved purchase of two vans for family transport.
- Approved removal of retiring CFO, Susan Snyder, from bank accounts.
- Approved that the agency cash in a \$5,000 CD to apply towards purchase of vans.
- Received the Personnel Action Report.
- Approved the Head Start/Early Head Start Financial and Credit Card Reports.
- Reviewed the Child Care Efficiency Report.
- Reviewed the CCIS Encumbrance Report.

The SUM Child Development Board of Directors met **June 25, 2014** at the Central Office in Mifflinburg, PA; the following summarizes the meeting:

- Approved the minutes from the April board meeting.
- Received news about the six Head Start Scholarships given to graduating seniors; changing the code/security system at the centers; training and technical assistance received, Pre-K for PA, a video made by local high school students; the HFA Parent Café; MIECHV Program Review (went very well); formal notification of award of the sequestration restoration and COLA; NHSA Conference; Amazon smile program; Lewisburg Children's Center successful DPW visits.
- Received reports from committees: Audit, Finance, Human Resources.
- Reviewed email vote to remain with Selective Insurance Company for general liability insurance.
- Received updates on Designation Renewal System and EHS Child Care Grants. Approved letter of intent to submit to OCDEL for the EHS Child Care Grant partnership.
- Received notice of information/correspondence from OHS that is posted on agency website.
- Received list of new board committee members.
- Received and reviewed the 13-14 Financial Report, the 14-15 Composite Budget, and the 14-15 Child Care Budget. Approved the child care budget.
- Approved purchase of new A/C unit at Susquehanna Children's Center.
- Approved attorneys contracted by agency.
- Received Conflict of Interest forms to review, disclose, and sign.
- Received summary of the staff satisfaction survey.
- Received and reviewed the Salary Study.
- Received results of the annual Board Survey.
- Approved policy for Facebook.
- Approved submission of application for the Early Childhood Education Community Innovation Zones Grant
- Received the Personnel Action Report.
- Approved the Head Start/Early Head Start Monitoring, Financial and Credit Card Reports.
- Reviewed the Child Care Efficiency Report.

- Reviewed the CCIS Encumbrance Report.

The SUM Child Development Board of Directors met **April 23, 2014** at the Victoria House in Lewisburg, PA; the following summarizes the meeting:

- The Leadership Susquehanna Valley group presented the Strategic Marketing Plan/Short and Long-Term Goals and showcased new materials including letterhead, fax cover sheet, business cards, envelope, brochure, and newsletter.
- Approved the minutes from the March board meeting.
- Elected board member for a second term.
- Received news about the PA Head Start Association Conference, including the award presented to Carol Budd; the Health Advisory Meetings, the Parent Café of HFA; EZ Care child care billing/enrollment software; continuation grants (Pre-K Counts, MIECHV, and CCIS); the retirement of Gary Hackenberg and Sue Snyder; and the upcoming audit.
- Received updates on the Designation Renewal System, Insurance Bids, and the Early Intervention Program.
- Recognized outgoing board members: Michael Hurlburt, Linda McMillin, and Amy Coleman.
- Approved mileage reimbursement rate.
- Approved the new Document Storage, Retention and Destruction Policy.
- Approved the Salary Scale with the cost of living adjustment.
- Approved that the agency move forward with preparing a grant for the Children's Trust Fund.
- Approved the increase to the child care tuition rates – blended rates.
- Received the Personnel Action Report.
- Approved the Head Start/Early Head Start Monitoring, Financial and Credit Card Reports.
- Reviewed the Child Care Efficiency Report.
- Reviewed the CCIS Encumbrance Report.

The SUM Child Development Board of Directors met **March 26, 2014** at the Early Head Start Family Center in Middleburg, PA; the following summarizes the meeting:

- Approved the minutes from the February board meeting.
- Approved election and terms for new and renewing board members.
- Received news about the licenses of Susquehanna Children's Center, Lewistown Children's Center, and Lewisburg Children's Center; lifeguard requirement for SACC; grant from Greater Susquehanna Valley United Way; and the Parent Café to be held in Mifflin County.
- Received Committee Reports and approved actions:
- HR Committee: one staff termination; approved change to CCIS Director job description.
- Reviewed votes by email: voted to add Pat Jordan to board ballot.
- Received update on Leadership Susquehanna Valley project.
- Received Draft Refunding Application for restoring sequestration and the COLA; reviewed, and approved application.
- Received update on Designation Renewal System.
- Received update on Self Assessment.
- Received information about the Early Intervention Program status and staff. Approved that staff transition to contractors until June 30<sup>th</sup> if needed.
- Received information about the insurance bids.
- Received information about the OHS correspondence (also posted online).
- Approved ERSEA.

- Approved contract with Automated Logic.
- Discussed CEO performance evaluation.
- Received information about an OSHA complaint, and details of the situation and proper handling of the complaint.
- Received the Personnel Action Report.
- Received summaries of the policy council meeting.
- Approved the Head Start/Early Head Start Monitoring, Financial and Credit Card Reports.
- Reviewed the Child Care Efficiency Report.
- Reviewed the CCIS Encumbrance Report.

The SUM Child Development Board of Directors met **February 26, 2014** at the SUMCD Central Office in Mifflinburg, PA; the following summarizes the meeting:

- Approved the minutes from the January board meeting.
- Received news about the PHSA and PACCA meetings; EHS/CC grant; Pre-K Counts Grant; United Way presentation/grant; and Early Intervention.
- Received Committee Reports and approved actions:
- HR Committee: one staff termination.
- Finance Committee: end of year budget projections and Early Intervention Program decision.
- Reviewed votes by email: the Board voted via email to grant permission for the agency to take part in the University of North Carolina Evaluation of the Head Start Designation Renewal System.
- Received update on Leadership Susquehanna Valley project.
- Changed board meetings for March and April.
- Approved board ballot.
- Received information about restoring sequestration and cost of living amendments.
- Received information about the Designation Renewal System. Approved consultant for grant writing technical assistance.
- Reviewed and approved the Self Assessment Plan.
- Received the Personnel Action Report.
- Received summaries of the policy council meeting.
- Approved the Head Start/Early Head Start Monitoring, Financial and Credit Card Reports.
- Reviewed the Child Care Efficiency Report.
- Reviewed the CCIS Encumbrance Report.

The SUM Child Development Board of Directors met **January 22, 2014** at the SUMCD Central Office in Mifflinburg, PA; the following summarizes the meeting:

- Approved the minutes from the November 18, 2013 board meeting.
- Received news about the federal HS/EHS, EI, and Pre-K Counts reviews, a music program at Mifflinburg Children's Center, new childcare software program, maintenance issues, CCIS outreach, SACC curriculum and summer programs, an invitation for CEO to attend a governor's symposium, and an award received by Carol Budd.
- Received Committee Reports and approved actions:
- Program Committee: approved tuition rate changes; approved recommended plan of action for reinstatement of HS/EHS funding; approved changes to tuition policies.
- Nominating Committee: approved slate of officers (current officers); approved ballot for new board members.

- Received update on Leadership Susquehanna Valley project.
- Reviewed and approved policy and procedure changes: Health Assessment, Maintaining Records for Individual Children, and Unclaimed Property.
- Approved 2014 board meeting schedule.
- Approved mileage reimbursement rate.
- Approved 2014 Agency Holidays.
- Reviewed and approved quarterly financial report.
- Received update on Federal Review.
- Received the Personnel Action Report.
- Received summaries of the policy council meetings.
- Approved the Head Start/Early Head Start Monitoring, Financial and Credit Card Reports.
- Received HS/EHS GOLD Outcomes Report.
- Reviewed the Child Care Efficiency Report.
- Reviewed the CCIS Encumbrance Report.
- Received information from HR Committee.
- Discussed succession plan for Fiscal Department.

The SUM Child Development Board of Directors met **November 18, 2013** at the SUMCD Lewisburg Children's Center; the following summarizes the meeting:

- Received information from Leadership Susquehanna Valley and discussed proposal.
- Approved the minutes from the September 25, 2013 board meeting.
- Received, reviewed and approved the Head Start/Early Head Start Refunding Application Information.
- Received verbal overview of reorganization analysis.
- Approved Bank Account Check Signer authority.
- Reviewed and approved policy and procedure changes: Health Assessment, Maintaining Records for Individual Children, and Unclaimed Property.
- Approved 2014 board meeting schedule.
- Approved mileage reimbursement rate.
- Approved 2014 Agency Holidays.
- Reviewed and approved quarterly financial report.
- Received update on Federal Review.
- Received the Personnel Action Report.
- Received summaries of the policy council meetings.
- Approved the Head Start/Early Head Start Monitoring, Financial and Credit Card Reports.
- Received HS/EHS GOLD Outcomes Report.
- Reviewed the Child Care Efficiency Report.
- Reviewed the CCIS Encumbrance Report.
- Received information from HR Committee.
- Discussed succession plan for Fiscal Department.

The SUM Child Development Board of Directors met **September 25, 2013** at the SUMCD Lewistown Children's Center; the following summarizes the meeting:

- Approved the minutes from the August 15, 2013 board meeting.
- Received news about new classrooms, school starting, working on manuals, a new Building and Grounds Manager, MIECHV, EHS, and our indirect cost proposal.



- Reviewed the vote by email regarding the employee benefit plans.
- Received the narrative of the School Readiness Plan.
- Approved a job title in EHS program.
- Reviewed and re-affirmed or approved policies and procedures.
- Approved the CQI Process and the Long Range Plan for 2013-2016.
- Reviewed and received information on the Program Information Reports for Early Head Start and Head Start.
- Approved a new job description - Family Support Assistant/Itinerant Assistant Teacher.
- Received information on the Annual Meeting.
- Received the Personnel Action Report.
- Received summaries of the policy council meetings.
- Approved the Head Start/Early Head Start Monitoring, Financial and Credit Card Reports.
- Received information about the Federal Review.
- Received information about Board Roles/Training Modules/Training Available.
- Reviewed the Child Care Efficiency Report.
- Reviewed the CCIS Encumbrance Report.

The SUM Child Development Board of Directors met on **August 14, 2013** at the SUMCD Central Office in Mifflinburg, PA; the following summarizes the meeting:

- Approved the minutes from the June 26, 2013 meeting.
- Received news about reviews of the PEEK and MIECHV Programs (went very well), Pre-K Counts updates, new SACC program at Middleburg Elementary, staffing changes, the School Readiness Plan, and other goings on with SUMCD programs.
- Received the Program Committee Report.
- Finalized committee members.
- Accepted HSSAP funding through a contract with the TIU.
- Approved changes involving the PEEK program:
- Change name to SUMCD Early Intervention.
- Expand service areas to surrounding counties (Juniata, Mifflin, Columbia, Montour, Northumberland, and lower Lycoming).
- Expand the job duties of the program coordinator to include EHS Combo.
- Reviewed and approved the quarterly Financial Report of all programs.
- Received updates on the Self Assessment process.
- Provided with a draft of the Long Range Plan developed by management, discussed, suggested revisions.
- Made revisions to future board meeting schedule/dates/locations.
- Received information about the DPW license for Lewistown Children's Center.
- Received proposed changes and approved (with revisions) personnel policy changes.
- Reviewed the Personnel Action Report.
- Approved the Head Start/Early Head Start Financial and Credit Card Reports.
- Approved the Impasse Policy and Procedure (between Policy Council and Board of Directors).
- Approved the Code of Conduct for Policy Council Members and Board of Directors.
- Reviewed the Child Care Summary and Efficiency Report.
- Reviewed the CCIS Encumbrance Report.

The SUM Child Development Board of Directors met on **June 26, 2013** at the SUMCD Central Office in Mifflinburg, PA; the following summarizes the meeting:

- Approved the minutes from the April 24, 2013 meeting.
- Approved election of new board members: Melissa Keister, David Fassett, Michael McMonigal, Michael Hurlburt; and re-election of current board members: Kathy Guyer and Margaret Peeler.
- Received news about the Grand Opening of the Susquehanna Children's Center Outdoor Trails and Classroom, the Agency-wide training day (August 16), and other goings on in SUMCD programs.
- Received and approved committee reports: Bylaws/Nominating, Finance, Audit, and Human Resources Committees.
- Reviewed votes/resolutions done via email (board ballot and second phase of sequestration plan).
- Approved that Long Range Plan be completed in August with Continuous Quality Improvement Plan.
- Approved revised Board Job Description (renamed Board of Director's Responsibilities)
- Reviewed and discussed Committees of the Board and membership.
- Approved attorneys contracted with SUMCD.
- Received information about the annual disclosure of conflicts of interest.
- Received summary information of the Head Start and Early Head Start Parent Satisfaction Surveys.
- Received information about discussions with the Buffalo Valley Recreation Authority and approved further conversations.
- Approved purchase of the first phase of a new child care management software.
- Received updates regarding the Pre-K Counts Grant application.
- Discussed a board-only web page.
- Reviewed the Personnel Action Report.
- Approved Job Description for a new positions: EHS Combination Program Manager.
- Received a summary of the salary study.
- Received summary of policy council meeting.
- Approved the Head Start/Early Head Start Monitoring, Financial and Credit Card Reports.
- Reviewed the Child Care Efficiency Report.
- Reviewed the CCIS Encumbrance Report.

The SUM Child Development Board of Directors met on **April 24, 2013** at the SUMCD Central Office in Mifflinburg, PA; the following summarizes the meeting:

- Approved the minutes from the March 27, 2013 board meeting.
- Received information regarding CEO, Jane Campbell's annual performance evaluation.
- Received information about the Middleburg site closing and classroom moves and other goings on in SUMCD programs.
- Reviewed votes/resolutions done via email (hiring of speech therapist).
- Received updates regarding sequestration plans.
- Approved Ballot for board members: Kathy Guyer (re-election), Margaret Peeler (re-election), Melissa Keister, David Fassett.
- Discussed Board Officer positions/terms.
- Approved that the mileage reimbursement rate remain the same.
- Approved purchase of delivery van.
- Received list of agency achievements and changes.
- Reviewed and discussed the board self evaluation survey results.

- Received a draft of a social media policy.
- Reviewed the Personnel Action Report.
- Received and reviewed the summary of the staff satisfaction survey.
- Discussed upcoming federal review.
- Received summary of policy council meeting.
- Approved the Disability Plan (with noted modifications).
- Approved the Head Start/Early Head Start Monitoring, Financial and Credit Card Reports.
- Received the Winter School Readiness Outcomes Report.
- Reviewed the Child Care Narrative and Efficiency Report.
- Received an update on the PEEK program, MIECHV and HFA.
- Reviewed the CCIS Encumbrance Report.

The SUM Child Development Board of Directors met on **March 27, 2013** at the Victoria House in Lewisburg, PA; the following summarizes the meeting:

- Approved the minutes from the February 27, 2013 meeting.
- Received updates about sequestration.
- Approved motion to apply for Community Development Block Grant from Mifflin County.
- Reviewed the Personnel Action Report.
- Approved new Salary Scale.
- Approved Speech Therapist job description.
- Received summary of policy council meeting.
- Approved the Head Start/Early Head Start Monitoring, Financial and Credit Card Reports.
- Reviewed the Child Care Efficiency Report.
- Received information about the PEEK Program.
- Received information about the MIECHV/HFA Program.
- Reviewed the CCIS Encumbrance Report.

The SUM Child Development Board of Directors met on **February 27, 2013** at the Central Office in Mifflinburg, PA; the following summarizes the meeting:

- Approved the minutes from the January 23, 2013 meeting.
- Reviewed information and quotes for Cyber Liability Insurance. Accepted quote from Traveler's.
- Accepted the lowest bid for the new school bus for Union County and approved proceeding with the purchase.
- Received information about final approval of staff termination (vote by email).
- Recognized exiting board member for years of service to Board and Policy Council.
- Received information about sequestration.
- Approved motion to expand the SACC program to the Midd West School District.
- Approved motion to apply for Pre-K Counts Grant and Expand Program.
- Received an analysis of the management reorganization.
- Approved changes to Title and Job Description – from Child Care Director to Early Childhood Services Director.
- Approved Procedure to Resolve Community Complaints.
- Approved Eligibility/Recruitment/Selection/Enrollment Procedures (ERSEA).
- Reviewed the Personnel Action Report.
- Received information and summary about Agency Turnover Rates.
- Received summary of policy council meeting.

- Approved the Head Start/Early Head Start Monitoring, Financial and Credit Card Reports.
- Reviewed the Child Care Efficiency Report.
- Received information about the MIECHV/HFA Program.
- Reviewed the CCIS Encumbrance Report.

The SUM Child Development Board of Directors met on **January 23, 2013** at the Central Office in Mifflinburg, PA; the following summarizes the meeting:

- Approved Minutes from October 2012 Meeting.
- Approved changes to the Fiscal Management & Procurement Manual.
- Approved addition to the Preferred Vendor's List.
- Reviewed the Accrued Fiscal Report through 12/31/12.
- Approved Education Incentive Awards.
- Approved the Self Assessment Plan.
- Approved the proposal/bid for the 2012-2013 audit.
- Reviewed the Personnel Action Summary Report.
- Reviewed the Policy Council Meeting summaries.
- Approved the Head Start/Early Head Start Monitoring, Financial and Credit Card Reports.
- Reviewed the Child Care Efficiency Report.
- Reviewed the CCIS Encumbrance Report.

The SUM Child Development Board of Directors met on **October 24, 2012** at the Central Office in Mifflinburg, PA, and the following was reviewed and/or action was taken:

- Approved Child Care Policy changes that, beginning November 1, 2012, families will pay a nonrefundable application fee for Child Care services and families on a waiting list will receive regular updates on their status.
- Approved that, beginning November 1, 2012, SUMCD will offer a part-day child care enrollment option for up to 5 hours/day.
- Approved a 25 cent/day increase for all child care services becomes effective April 1, 2013.
- Approved revisions to the current Fiscal Policies and Procedures.
- Reviewed the Head Start/Early Head Start Performance Indicators Reports.
- Reviewed the September Finance Report.
- Approved the CMSU audit
- Approved to maintain the current SUMCD mileage reimbursement rate of \$.46/gallon, with review of the rate in six months, or sooner at CEO discretion.
- Approved submission of the 2013 Head Start/Early Head Start Grant re-application.
- Approved the submission of the letter to the Office of Head Start be considered for a non-competitive five year grant.
- Approved actions related to the Chestnut Street Lease.
- Approved the 2013 agency holidays.
- Approved the 2013 Board meeting schedule.
- Discussed the Annual Meeting Agenda and invitations, and assisting parents with child care to support their attendance.
- Reviewed the Policy Council report.

- Approved the Head Start/Early Head Start Monitoring, Financial and Credit Card Reports.
- Reviewed the Child Care Efficiency Report.
- Reviewed the MIECHV Quarterly Report.
- Reviewed the CCIS Encumbrance Report.