

**CABARRUS PARTNERSHIP FOR CHILDREN
BOARD OF DIRECTOR'S MEETING
TUESDAY, September 22, 2015**

The Board of Directors of the Cabarrus Partnership for Children met on Tuesday, September 22, 2015 at 12:00 pm at the Partnership Office. Laura Baker presided over the meeting.

These board members were present:

- | | |
|--------------------|--------------------|
| 1. Gale Coor | Government |
| 2. Steve Morris | Community/Business |
| 3. Amos McClorey | Services |
| 4. Yolanda Simms | Community/Business |
| 5. Rob Betler | Community/Business |
| 6. Hilary Smith | Services |
| 7. Maureen O'Bryan | Services |
| 8. Laura Baker | Community/Business |

Quorum was established

These board members were absent:

- | | |
|----------------------------|--------------------|
| 1. Robert Furr | Government |
| 2. Denisha Torrence-Nesbit | Government |
| 3. Jeanne Dixon | Community/Business |

These staff members and guest were present: Ann Benfield and Myra Sides

Ann Benfield and the board of directors honored Teresa Aldridge with a Champion for Children plaque for fourteen years of service to the Partnership. Teresa resigned from the Partnership effective today to take a position in Cabarrus County Schools in our Head Start program.

Laura Baker welcomed everyone to the meeting and thanked them for attending.

Board Materials

1. Board Minutes from August 25, 2015
2. Resignation letter of Angela Foley
3. Head Start Grant Information to be considered by board
4. Head Start Award Letter and supporting documentation with Head Start Approved Budget
5. Anne Laukaitis Award Nomination Form – due September 25, 2015
6. ED Report

ACTION ITEMS:

Minutes of Previous Meetings

Laura indicated the minutes of the August 25, 2015 meeting had been emailed for the board's review.

***Approval of Minutes for August 25, 2015**

The minutes of the August 25, 2015 as submitted:

- | | |
|-------------------|---------------|
| Motion: | Steve Morris |
| 2 nd : | Amos McClorey |
| Abstentions: | None |
| All in favor | |

Resignation of Angela Foley

Ann Benfield submitted Angela Foley's resignation letter and the board of directors accepted her resignation effective Friday, August 28, 2015.

Head Start Grant – Presentation Myra Sides (Information emailed to board members for review on 9/18/15)

Myra Sides stated in November 2014 the Board voted and approved (by electronic vote) the Partnership applying for a 5 year Head Start grant for Cabarrus County to serve 170 children in 2 Cabarrus County Schools' locations – Long School and Lockhart Early Learning Center. The Partnership was initially advised the award of a 5 year grant beginning July 1, 2015

through a series of phone calls with Ann Benfield and Myra Sides. Official notification was received via email on July 9, 2015. Board members were advised of the award in person, through phone calls, and/or email by Ann Benfield. The Finance Committee was updated July 28, 2015 of the award of the grant and progress of the transition of the grant from Cabarrus County Schools to the Partnership. Throughout July and August the Partnership staff has been working on number of tasks to get the program up and serving children as of August 24, 2015. A copy of the award notice and initial budget are attached.

This past week, September 15, 2015 through September 17, 2015, staff and members of the Cabarrus County Schools Head Start Leadership Team met with Head Start Training & Technical Assistance Representatives to learn more about the Head Start Act, Standards and Regulations. The review encompassed Governance, Program (including School Readiness), and Finance. This was invaluable training for the Partnership as a new Head Start Grantee. This training assistance is available to the Partnership throughout the grant term. A lot of progress has been made in beginning services but there is a lot of work ahead of the Partnership. It is necessary for the Board to review and approve some initial items. There will be on-going items throughout the grant and Head Start will be a regular Board agenda item from this point forward.

Today, the Board will consider, review and vote on the following initial Governance and Implementation, and Financial items.

**Cabarrus County Partnership for Children Head Start
Board of Directors Meeting September 22, 2015**

GOVERNANCE

- 1) Affirm the electronic vote of approval to apply for the Cabarrus County 5 year Head Start Grant and the Partnership's acceptance of the award of the Head Start Grant for 5 year period beginning July 1, 2015 through June 30, 2020 to record these actions in the Board of Directors meeting minutes.
- 2) Acknowledge the Cabarrus County Partnership for Children Board of Directors has full legal responsibility for the implementation of the Head Start program.
- 3) Designate a Head Start Committee of the Board to be comprised of membership that meets the Head Start Regulations.
- 4) Approve the composition of the Policy Council according to Head Start regulations and the process to elect the parent representatives which must comprise 51% of the membership.
- 5) Approve adding a Head Start Parent to the Cabarrus County Partnership for Children Board of Directors (community representative).
- 6) Approve the following Partnership staff designations for the Head Start grant
Ann Benfield – Executive Director – Grant Management
Ariel Ayers – Finance Manager – Fiscal responsibilities
Myra Sides – Finance Manager – Interim Accountability Coordinator
- 7) Delegate authority to Ann Benfield to hire a full-time Head Start Accountability Coordinator.

IMPLEMENTATION

- 1) Authorize the partnership to enter into negotiations with Cabarrus County Schools to provide services for 170 children in 10 classrooms (8 at Long Preschool and 2 at Lockhart Early Learning Center). The results of the negotiations will be documented in an approved Head Start format and brought back to the Board for final approval.
- 2) Authorize the Partnership to enter into negotiations for a three way lease between the Partnership, All Saints Episcopal Church and Cabarrus County Schools for the space at the All Saints Episcopal church that houses the Lockhart Early Learning Center.
- 3) Authorize the Partnership to enter into negotiations for a zero cost lease with Cabarrus County Schools for the property on which the mobile unit at Long Preschool is located.
- 4) Approve the Partnership holding the State Child Care License for Long Preschool and Lockhart Early Learning Center.

FINANCIAL

- 1) Approve Head Start Payment Management System access to Ann Benfield, Executive Director, Ariel Ayers, Finance Manager and Myra Sides, Finance Manager for the purposes of filing for cash payments of the Head Start Grant. Cash Payments will be direct deposited into the Partnership's bank account at Branch Bank & Trust.

After a discussion:

- 1st: Gale Coor moved to approve the above governance, implementation and financial processes listed above.
2nd: Yolanda Simms

Questions: Rob Betler asked if we could provide the board bi-weekly updates of our progress as we implement the Head Start Program in Cabarrus County. This will be done.

All voted in favor

Abstention: Hilary Smith

The board of directors acknowledged the Policy Council needed a representative from board be presented to the Head Start Policy Council for consideration.

1st: Amos McClorey moved to present Jeanne Dixon to the Policy Council for consideration

2nd: Maureen O'Bryan

All were in favor

Board Committee Reports:

Development Committee

The Development Committee was going to host a Gathering of Community leaders in October to share the Partnership's story, but with all the meetings for Head Start, the Gathering will be postponed until the Partnership can get the website up-dated and a social media and marketing campaign adopted.

Perry Productions will be updating the website and we are advertising for social media and marketing assistance. We will keep you posted on our progress.

Identifying Needs:

Ann Benfield stated since the meeting had run long, we will postpone our discuss on community needs until the next schedule meeting. The question we will be exploring is:

Thinking of Identifying Needs - What conversation, if we begun today, could ripple out in a way that created new possibilities for the future of the Cabarrus Partnership for Children?

Please think about this question for the next board meeting.

INFORMATION ONLY:

Executive Director's Report

Ann presented her report for September:

Highlights September:

- ❖ Working with CHS-NE on NICU Reunion
- ❖ CCDBG Forum to discuss State Implementation Process
- ❖ Pre-Licensing Training for Head Start sites
- ❖ IT Meeting on One Portal of Entry
- ❖ BUILD Local Leaders Network on State/Community Systems Development Webinar
- ❖ Pre-Licensing Workshop in Winston Salem
- ❖ Innovative Approaches Steering Committee Meeting
- ❖ Head Start 3 day review with Training and Technical Assistance leaders
- ❖ All Saints Foundation Annual Meeting
- ❖ Healthy Cabarrus Community Needs Assessment Meeting
- ❖ Ecumenical Gathering Planning Meeting
- ❖ Child Protection Team Meeting
- ❖ Trauma Taskforce Meeting
- ❖ Meeting with community partners and other webinars
- ❖ CHS-NE Division Meeting
- ❖ Leadership Council
- ❖ Weekly Rotary Meetings

Looking to October:

- ❖ CHS-NE NICU Reunion
- ❖ Wellness Coalition Meeting
- ❖ Final Interviews for Accountability Coordinator
- ❖ IT Meeting on One Portal of Entry
- ❖ NCPK Early Education Meeting
- ❖ Healthy Cabarrus Community Needs Assessment Meeting
- ❖ LICC Meeting
- ❖ Child Plus 3 day training

- ❖ Transportation Committee Meeting
- ❖ Steering Committee for the Children WIN Project
- ❖ Ecumenical Gathering Planning Meeting
- ❖ ED Forum in Raleigh – October 21 - 23
- ❖ Child Protection Team Meeting
- ❖ Trauma Taskforce Meeting
- ❖ Meeting with community partners and other webinars
- ❖ Leadership Council
- ❖ Weekly Rotary Meetings

Laura Baker thanked everyone for coming and without any further business the meeting was adjourned at 1:15 p.m.

Respectively Submitted,

Ann Benfield, Executive Director