Children's Developmental Services of Campbell County
· Early Childhood
· Region XIII PDDS
· Early Head Start
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# Children's Developmental Services of Campbell County
# Board of Director's Meeting
# July 29, 2020

**MEETING PLACE:**

The Children's Developmental Services of Campbell County Board of Directors met in a regular meeting, July 29, 2020.

**CALL TO ORDER:**

The meeting was called to order by Chairwoman Wendy Balo at 7:04p.m.

**PUBLIC COMMENT:**

There was no Public Comment.

**INTRODUCTIONS:**

Board members present Wendy Balo, Holly Hink, Tyler Watts, Cindy Reardon via Microsoft Teams, Director Bob Tranas, and Senior Administrative Assistant Melissa Kline.

**ADDITIONS TO AGENDA:**

There were no additions to the agenda.

**READING OF MINUTES:**

Cindy Reardon made a motion to approve the June 2020 minutes as written. Tyler Watts seconded. With a unanimous vote, the motion carried.

**OLD BUSINESS:**

**Board Evaluation:**

Completed Board Evaluation forms were collected.

**NEW BUSINESS:**

**Board Elections:**

Board Elections resulted in the following:

Chair: Bertine Bahige

Cindy Reardon made a motion to accept Bertine Bahige as Chairman, Tyler Watts seconded, with a unanimous vote the motion carried.

Vice-Chair: Wendy Balo

Cindy Reardon made a motion to accept Wendy Balo as Vice-Chair, Holly Hink seconded, with a unanimous vote the motion carried.

Secretary: Cindy Reardon

Wendy Balo made a motion to accept Cindy Reardon as Secretary, Holly Hink seconded, with a unanimous vote the motion carried.

Treasurer: Tyler Watts

Wendy Balo made a motion to accept Tyler Watts as treasurer, Holly Hink seconded, with a unanimous vote the motion carried.

**REGION XIII PDDS:**

**FERPA Policy:**

Bob Tranas shared an updated policy on privacy practices, FERPA (Family Educational Rights and Privacy Act) is consistent with Federal law.

Tyler Watts made a motion to approve the FERPA Policy as submitted. Holly Hink seconded. With a unanimous vote, the motion carried.

**Part C**

Annual Reports for CDS Part C Program:

Determination Letter: Bob Tranas shared a letter from the Department of Health that shows we are complying.

Annual Report Card: Bob Tranas shared the Annual Report Card.

**EARLY CHILDHOOD EDUCATION:**

**Brain Architect Game:**

Bob Tranas shared a slide show of a staff development activity involving the Brain Architect Game.

**COVID -19 Funds:**

Bob Tranas shared that $3,800.00 in COVID-19 funds were applied for and have arrived. The funds will be used for materials that are required to operate with COVID-19.

Holly Hink made a motion to accept the $3,800.00, Tyler Watts seconded. With a unanimous vote, the motion carried.

**Update Annual Staff Training:**

Bob Tranas shared the Annual Staff Training has been canceled due to the only option to provide the training is via online.

**EARLY HEAD START:**

**Information Memorandum – Transportation:**

Bob Tranas provided an Information Memorandum that outlines procedures for the use and sanitization of buses and transportation during COVID-19.

**Office of Head Start Review Report:**

Bob Tranas shared the results of the Federal Review. The results were passed with no findings and no issues.

**BUDGET:**
**Nothing on budget was reported.**

**OTHER NEW BUSINESS:**
**There was no new business.**

**DIRECTOR'S REPORT:**
**June Director's Report:**

Bob Tranas provided a written directors report for July.

**TREASURER'S REPORT:**
**EHS Federal Financial Report:**

Bob Tranas shared the EHS Federal Financial Report.

Cindy Reardon made a motion to accept the EHS Federal Financial Report as submitted, Holly Hink seconded. With a unanimous vote, the motion carried.

**May Treasurer's Report:**

Bob Tranas provided the June Treasurer's Report.

Holly Hink made a motion to accept the May Treasurer's Report as submitted, Tyler Watts seconded. With a unanimous vote, the motion carried.

**STATISTICAL REPORT:**

The April statistical reports were reviewed.

**ADJOURN:**

There being no further business, Tyler Watts made a motion to adjourn. Holly Hink seconded. With a unanimous vote, the motion carried. Meeting adjourned at 8:10pm.

**NEXT MEETING DATE:**

**The next scheduled meeting for Children's Developmental Services of Campbell County Board of Directors is August 26, 2020 6:00 P.M. at the Children's Developmental Services of Campbell County.**

Respectfully Submitted,

Cindy Reardon, Secretary
CDS -CC Board of Directors

Wendy Balo, Chairwoman
CDS -CC Board of Directors