



Executive/Administrative MEETING

Conference Call

Dial 1-888-296-6500 and enter Guest Code 966582

November 1, 2023

10:30 a.m.

ATTENDANCE

Members Present:

Aubrie Simpson, Gotham, Interim Chair
Michelle Jonihakis
Dr. Myrna Allen
Theresa Little
Michael Siragusa

Members Absent:

Vina Delcomyn, *excused*

Staff Present:

Dawn Bell, Chief Executive Officer
Tajaro Dixon, Grants & Operations Manager
Marie Hanson, Office Manager

Others Present:

None

CALL TO ORDER/ROLL CALL

A. Simpson-Gotham called the meeting to order at 10:36 a.m. M. Hanson took Roll Call; quorum was met with 5 of the 6 Exec/Admin committee members in attendance.

PUBLIC COMMENT

No comments.

APPROVAL OF THE EPISCOPAL CHILDREN'S SERVICES 2023/2024 CONTRACT AMENDMENT 0002-23*

1. M. Siragusa motioned to approve the Approval of the Episcopal Children's Services 2023/2024 Contract Amendment 0002-23. T. Little seconded the motion. No discussion-motion passed unanimously.

APPROVAL OF 2022-2024 SCHOOL READINESS PLAN ATTACHMENT I.H. ELC RECORD RETENTION POLICY*

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2. M. Jonihakis motioned the approval of the 2022-2024 School Readiness Plan attachment I.H. ELC Record Retention Policy. M. Siragusa seconded the motion. No discussion, motion passed unanimously.

APPROVAL OF DISPOSAL OF INVENTORY*

3. T. Little motioned to approve the Disposal of Inventory. M. Siragusa seconded the motion. No discussion, motion passed unanimously.

ADDENDUM ADDED AFTER MEETING: VOTES TAKEN VIA EMAIL RESONSES

APPROVAL OF MINUTES FROM THE AUGUST 4, 2021 EXECUTIVE/ADMIN MEETING*

4. All Exec/Admin members responded with their approval of the August 4, 2021 minutes with no discussion – motion passed unanimously.

APPROVAL OF MINUTES FROM THE MAY 3, 2023 EXECUTIVE/ADMIN MEETING*

5. All Exec/Admin members responded with their approval of the MAY 3, 2023 with no discussion – motion passed unanimously.

Exec/Admin Committee COMMENTS

NEXT MEETINGS

The next scheduled meetings are as follows:

- Board Meeting: December 6, 2023, 2:00 p.m. Caddy Shack Restaurant
- Exec/Admin Meeting: March 6, 2024 10:30 a.m. Conference Call

ADJOURNMENT*

6. M. Siragusa motioned for adjournment at 10:45 a.m. T. Little seconded the motion. No discussion, motion passed unanimously.

Minutes submitted by Marie Hanson, Office Manager, November 1, 2023