

EEO/Personnel Committee Minutes

December 4, 2025 (via teleconference)

MEMBERS ON CALL: Christopher Montgomery, Edward Perry

MEMBERS ABSENT: Jason Wallace

STAFF PRESENT: Carolyn Brown, Mandy King, Jamie Colucci

CALL TO ORDER:

Mr. Montgomery called the meeting to order at 4:51pm, noting that a quorum was participating.

APPROVAL OF MINUTES:

A motion to approve the minutes of the November committee meeting was made by Mr. Perry, seconded by Mr. Montgomery, and approved unanimously.

NEW BUSINESS:

Ms. King reported that a complaint was filed with the NYS Division of Human Rights by a former Custodian who was terminated for insubordination. She reported that she has reviewed the case with an attorney and a response by the agency will be due within a week, after which there may be a substantial wait for a final determination by the state.

APPLICANT POOL REPORT:

Mr. Colucci reviewed the summary of recent recruitment activity. He reported that 21 positions are currently open, with 5 new hires and 5 new vacancies within the previous month.

OLD BUSINESS:

Ms. Brown gave an update on the announced pause in new funding by the United Way from January 1st through June 30th, and reported that those funds may be replaced with new CDBG funds.

Ms. Brown gave a reminder about the holiday Board meeting at DEHS on December 15th and the Board Retreat at Sumner Head Start on January 23rd with a shorter one-day format.

ADJOURNMENT: Mr. Montgomery adjourned the meeting at 5:02pm.

PEACE, INC.
MEMORANDUM

TO: Head Start Policy Council / EEO Personnel Committee
FROM: Human Resources Department
SUBJECT: Open Positions
DATE: December 1, 2025

The following is a list of all currently approved open positions within PEACE, Inc.:

Classroom Specialist, Head Start / Early Head Start - Sumner

Assistant Health Coordinator, Head Start / Early Head Start - Sumner

Home Visitor, Head Start / Early Head Start - Genesee (3)

UPK Teacher, Head Start - Merrick (3)

UPK Teacher Assistant, Head Start - Merrick (4)

Teacher Assistant, Head Start - Sumner

Teacher Aide, Head Start - Merrick (2)

Teacher, Early Head Start - Sumner

Teacher Aide, Early Head Start - Sumner

Nutrition Aide, Head Start - Sumner

Administrative Assistant, DEHS - Syracuse

Kitchen Worker/Driver, Food Services

Floater, Maintenance

November 2025: Hires

Position	Location	Male	Female	TOTAL	Hispanic (H)	White (W)	Black (B)	Pacific Is. (P)	Asian (A)	Native Amer. (N)	Multi-Racial (M)	Unknown (U)	TOTAL
UPK Teacher Assistant	Merrick HS		6	6		2	2					2	6
Teacher Aide	Merrick EHS		7	7			1					6	7
Floating Teacher Aide	Roxboro HS		6	6	1	1			1			3	6
Custodian	Lafayette HS	1	3	4		1				2		1	4
Insulation Crew Member	DEHS	7	1	8	1	2	2					3	8
TOTAL		8	23	31	2	6	5	0	1	2	0	15	31

November 2025: Resignations and Terminations

White Male	11/3/25	DEHS Administrative Assistant	Resignation: Job abandonment
White Female	11/6/25	EHS Teacher Aide	Resignation: Other opportunity
Black Female	11/14/25	HS Family Worker	Resignation: Other opportunity
White Female	11/19/25	HS Floating Aide	Resignation: Job dissatisfaction
Multi-rac. Female	11/20/25	HS Teacher Assistant	Resignation: Job dissatisfaction