

BOARD OF DIRECTORS MEETING

Via Teleconference

Monday, September 27th, 2021

MEMBERS PRESENT: David A. Scharoun, Eric Caballero, Judge James Cecile (Development Chair), Shirley Copes (Planning Chair), Nicholas DeMartino, Paula Freedman, Charles Garland, Steven Hodgens, Pastor Phyllis Lee-Williams (EEO/Personnel Chair), Robert Tackman (Finance Chair), Tonia Thornton, Jason Wallace

MEMBERS EXCUSED: Erich Shafer

MEMBERS ABSENT: Elizabeth Hakanson, Xander Hope, Edward Perry, Patricia Usherwood Fitzpatrick

STAFF PRESENT: Carolyn Brown, Todd Goehle, Catherine Green Harris, Kathleen O'Brien, Nancy Turo, Jamie Colucci

CALL TO ORDER:

The Board of Directors meeting was called to order by President Scharoun at 4:50pm.

ROLL CALL:

President Scharoun noted for the record that a quorum was participating via teleconference.

MOMENT OF SILENCE:

Board members observed a moment of silence.

APPROVAL OF MINUTES:

*The President requested a motion to approve the June Board Meeting minutes;
Judge James Cecile moved to approve the June Board Meeting minutes;
Ms. Shirley Copes seconded the motion;
The motion carried unanimously.*

PRESIDENT'S REPORT:

President Scharoun reported that the Head Start Regional Office approved the recommendation of the PEACE, Inc. Board of Directors and HS/EHS Policy Council to offer the position of Executive Director to Carolyn Brown, and that approval of her contract by agency attorneys is pending. Mr. Scharoun thanked everyone who participated in the search committee and interview process.

FINANCE COMMITTEE REPORT:

Chair Robert Tackman reported that committee members discussed and rated proposals submitted from two auditing firms: Wipfli and The Bonadio Group, which were assigned a score of 53 and 86 respectively. He reported that the committee voted unanimously to recommend to the Board of Directors that a five-year auditing contract be awarded to The Bonadio Group.

***The President requested a motion to award a five-year contract to The Bonadio Group;
Mr. Robert Tackman to award a five-year contract to The Bonadio Group;
Mr. Eric Caballero seconded the motion;
The motion carried unanimously.***

Mr. Tackman reviewed the monthly financial statistics, reporting that the net income before depreciation as of August 31st is \$26,212 versus a budget of (\$118,334), noting that the net income from normal operations is \$2,876 which reflects the timing differences of fixed asset purchases, revenue recognition grants, and donation cost centers. Mr. Tackman also reported that as of August 31st the current ratio of assets over liabilities is 159.34%, and that the line of credit balance is at \$0.

***The President requested a motion to accept the Finance Committee report;
Mr. Nicholas DeMartino to accept the Finance Committee report;
Mr. Charles Garland seconded the motion;
The motion carried unanimously.***

EEO/PERSONNEL COMMITTEE REPORT:

Chair Phyllis Lee-Williams reported that the September EEO/Personnel Committee meeting was cancelled because there were no action items or presentations scheduled.

PLANNING COMMITTEE REPORT:

Chair Shirley Copes reported that HS/EHS Child Development & Health Services Manager Holly Hastings presented for the committee a review of the *Teaching Strategies GOLD* child assessment aggregate data

for 673 enrolled children for Spring 2021. The summary indicated that competencies of the majority of those children were assessed to be in the *meeting expectations* or *exceeding expectations* ranges across all six domains: Social-Emotional, Physical, Language, Cognitive, Literacy and Mathematics.

The President requested a motion to accept the Planning Committee report;
Mr. Steven Hodgens to accept the Planning Committee report;
Pastor Phyllis Lee-Williams seconded the motion;
The motion carried unanimously.

DEVELOPMENT COMMITTEE REPORT:

Chair James Cecile reported that the committee conducted a review of the agency by-laws, and that proposed amendments were mailed in June to the Board of Directors via certified mail for their review. President Scharoun noted that attorneys for the agency are also reviewing the by-laws, as is required every five years.

Judge Cecile reported that Ms. Brown reviewed the Employment Recruitment Campaign with the committee.

The President requested a motion to accept the Development Committee report;
Mr. Jason Wallace moved to accept the Development Committee report;
Ms. Shirley Copes seconded the motion;
The motion carried unanimously.

ACTION ITEM #1:

President Scharoun referenced school bus price quotes and a budget modification request from the Head Start / Early Head Start program, which were previously copied to the Board of Directors, to trade in three school buses that were purchased in 2011 and to purchase three new school buses.

The President requested a motion to approve the HS/EHS budget modification request;
Ms. Shirley Copes to approve the HS/EHS budget modification request;
Judge James Cecile seconded the motion;
The motion carried unanimously.

EXECUTIVE DIRECTOR'S REPORT:

Ms. Brown thanked the Board of Directors for the opportunity to serve PEACE, Inc. as Executive Director, and said she was honored to be selected.

Ms. Brown discussed the recently implemented Employment Recruitment Campaign, which includes new initiatives such as paid ads on social media platforms and display ads on billboards and city buses.

Ms. Brown reported that all Head Start / Early Head Start staff are required by federal mandate to be fully vaccinated for COVID-19 by January 1, 2022, and that 84.5% of our HS/EHS employees have already met that requirement.

Ms. Brown discussed a Stipulation of Settlement between the NYS Office of Children and Family Services and the PEACE, Inc. Merrick School Head Start Program, which was previously copied to the Board of Directors, outlining action steps including a \$1,000 fine agreed upon following an incident in which a child briefly left her classroom unattended.

Ms. Brown reported that the fourth quarter Foster Grandparent Progress Report by funders described the program as "efficient and effective".

Ms. Brown reported that the Big Brothers Big Sisters program is working on developing a corporate-based program with National Grid. She noted that the current program with BNY Mellon has been impacted by their move to mostly remote employment.

Ms. Brown reported on legal action being taken against multiple defendants including the Big Brothers Big Sisters program, stemming from an incident in the 1970's prior to PEACE, Inc. administration of the program, noting that there would be a move to dismiss on the part of the agency.

Ms. Brown reported that this November 12th will be added as a paid holiday for staff in honor of the Juneteenth Holiday, which was enacted before it could be incorporated into this year's agency programming. She noted that this will create a four-day Veterans Day weekend this year.

Ms. Brown discussed the new location for the Tax Prep program at 1201 East Fayette Street, which is a building shared with Housing Visions, and noted that it has plenty of good parking spaces.

Ms. Brown reported that the 1.22% COLA wage increases became effective on the September 24th pay date, and that the differentials retroactive to February 1st will be paid out on an added pay date October 1st.

Ms. Brown reported that increases to health premiums this year will reach 10% for staff and 18% for the agency.

Ms. Brown reported that the work on the Eastwood Center driveway has been completed.

Ms. Brown discussed a plan to honor former Executive Director Joseph O'Hara with a tree-planting ceremony and a plaque presentation.

ACTION ITEM #2:

President Scharoun referenced a letter from the Regional Office of Head Start, which was previously copied to the Board of Directors, regarding the refunding application for the HS/EHS budget year 2/1/2022 – 1/31/2023. The letter noted that the only changes from the previous budget year were due to the 1.22% Cost-Of-Living Adjustment (COLA) increase for HS/EHS wages.

***The President requested a motion to approve the HS/EHS reapplication for 2/1/22 - 1/31/23;
Ms. Shirley Copes to approve the HS/EHS budget modification request;
Judge James Cecile seconded the motion;
The motion carried unanimously.***

ACTION ITEM #3:

Judge Cecile introduced the proposed revision to the by-laws which was recommended by the Development Committee and previously copied to the Board of Directors, which would add "All Board and Committee meetings may also be available through a virtual meeting link so Directors and Staff may participate" to Article XIII (Meetings).

***The President requested a motion to approve the proposed revision to the by-laws;
Judge James Cecile to approve the proposed revision to the by-laws;
Ms. Paula Freedman seconded the motion;
The motion carried unanimously.***

CENTER REPORTS:

Monthly program updates for Big Brothers Big Sisters, Family Resource Centers, Senior Services, and Head Start / Early Head Start were distributed to all Board members in meeting packets for their review.

OLD BUSINESS:

None.

NEW BUSINESS:

None.

ADJOURNMENT:

The President requested a motion to adjourn the September 27th, 2021, Board meeting;

Ms. Tonia Thornton moved to adjourn the September 27th, 2021, Board meeting;

Mr. Jason Wallace seconded the motion;

The motion carried unanimously.

The September 27th, 2021, Board Meeting adjourned at 5:22pm.

Peoples Equal Action and Community Effort, Inc.
217 S. Salina St. 2nd Flr.
Syracuse NY 13202
Phone: (315) 470-3300
Fax: (315) 688-0309

www.peace-caa.org

Mission Statement: Helping people in the community realize their potential for becoming self-sufficient

BY-LAWS

ARTICLE I – NAME

1. The name of the Corporation shall be Peoples Equal Action and Community Effort, Inc. Its official acronym will be PEACE, Inc.
2. The official name of the corporation and or the official acronym may be used interchangeable.
3. The Corporation shall be a private, not-for-profit corporation.

ARTICLE II – PURPOSES

1. The Corporation is established to serve community needs and attempts to eliminate some of the present and future causes and effects of poverty in the County of Onondaga. The Corporation is established to stimulate a better focusing of all available Local, State, Private, and Federal resources upon the goal of enabling low-income families, and low-income individuals of all ages, in rural and urban areas throughout Onondaga County, to attain the skills, knowledge, motivation, and to secure the opportunities needed for them to become self-sufficient. The corporation may pursue similar efforts in counties outside of Onondaga upon approval of the Board of Directors.
2. Further objectives and purposes of the Corporation as stated in the Certificate of Incorporation.

ARTICLE III – MEMBERSHIP

1. Composition:

The Board of Directors shall consist of between five (5) and twenty one (21) members and should be divisible by three (3).

2. The Board shall be composed so as to assure that:

- A. Not fewer than 1/3 of the members of the Board are elected public officials, holding office on the date of selection, or their representatives, except that if the number of such elected officials reasonably available and willing to serve on the board is less than 1/3 of the membership of the board, membership on the board of appointive public officials or their representatives may be counted in meeting such 1/3 requirement.

- B. Not fewer than 1/3 of the board are chosen in accordance with democratic selection procedures adequate to assure that these members are representative of low-income individuals and families in the neighborhood served.
- C. The remaining Board members are representatives or members of business, industry, labor, religious, law enforcement, education, or other major groups and interests in the community served.

3. Selection Process:

- A. The Board of Directors shall select and appoint its members.
- B. The Board of Directors shall establish, approve, and maintain a selection process, which complies with statutory requirements, through the recommendation of its Board Development Committee.
- C. The Development Committee will interview candidates and review their credentials. The Development committee will provide a copy of the Conflict of Interest Statement to any potential candidates for review. The Development Committee will then recommend qualified candidates to the full board.
- D. The Board of Directors will vote on candidates at the regularly scheduled Board Meetings.
- E. The Board term will begin on the first of the month immediately following the affirmative vote of the Board of Directors
- F. Newly seated Directors will receive ongoing orientation and will be required to attend at least one meeting of each of the following standing committees: Personnel/EEO, Finance, Planning and Board Development. Once the newly seated Director has attended at least one meeting of each of the standing committees, the Director will be assigned as a member of a standing committee by the Board President.

4. Petition Process:

The Board of Directors shall establish, approve, and maintain procedures under which a low-income individual, community organization or religious organization, or representative of low-income individuals that considers its organization, or low-income individuals, to be inadequately represented on the board (or other mechanism) of the corporation, to petition for adequate representation.

5. Term of Membership:

- A. The term of office for a Director shall be three (3) years. Upon the expiration of the term, the Director shall be eligible for additional terms.
- B. Directors seated on the board for three (3), three (3) year terms or a total of nine (9) years, will be eligible for the position of Director Emeritus.

- C. Those Directors renewing their terms must re-establish their eligibility through the selection process in Section 3.
- D. Every effort will be made to ensure the terms of all Directors will be staggered to assure that not more than one-third (1/3) of seats expire within any sector of representation, within any given year.

6. Director Emeritus

- A. Directors will be eligible for Director Emeritus after serving nine (9) years on the Board
- B. The Board will vote on appointments to Director Emeritus status.
- C. The Director Emeritus will be recognized at the Annual Dinner.

Director Emeritus members will not have voting privileges but will be able to participate in the following activities:

- A. Attending Board meetings
- B. Attending Committee meetings
- C. Guest at Annual Dinner
- D. Guest at Annual Meeting
- E. Guest at Holiday Celebration
- F. Invited to special events
- G. Their names and years of service will be permanently displayed at PEACE, Inc.

ARTICLE IV - VACANCIES

A vacancy occurs when one of the following happens:

- A. A Director is removed by the board for cause.
- B. A Director notifies the board in writing of his/her resignation.
- C. The elected public official removes their representative.
- D. An elected official leaves office; their designee is automatically removed.
- E. A Director has missed a total of four (4) regularly scheduled Board meetings in a Board Year (Sept to June) without a valid excuse.
- F. A Director becomes employed by the corporation.
- G. The Head Start Policy Council Board representative term shall be January 1 through December 31. The December Development Committee meeting will always include the Policy Council Candidate interview. The Head Start/Early Head Start Director will ensure that the Development Committee receives the Head Start Policy Council November minutes and the candidate's resume for the committee's review at their December

meeting. The nominated candidate will then be presented to the full Board for a vote at the December meeting.

ARTICLE V – RESTRICTIONS

1. No part of the grants to or the income of the Corporation shall benefit any Director, officer or member of the Corporation, except where such director, officer, or member qualifies under the guidelines of the program and regulations of the funding source. Reasonable compensation however may be made for services rendered to or for the Corporation as allowed by federal regulations. No benefit or compensation may be given to any officer or director if such benefit or compensation endangers, violates, or voids the not-for-profit and/or tax-exempt status of the Corporation.
2. A Director cannot be an employee of the Corporation.
3. A Director shall act in a manner that is consistent with the Board of Directors' Conflict of Interest statement.

ARTICLE VI - MINUTES

1. Written minutes shall be kept for each meeting, including a record of all votes on all motions.
2. The written minutes of the previous Board meeting shall be distributed to all Directors prior to the next meeting.

ARTICLE VII - COMPENSATION

Pursuant to Board Policy, Directors can be reimbursed for actual expenses incurred in the performance of his/her Board duties

ARTICLE VIII – OFFICERS

Officers of the Corporation shall be the President, First Vice President, Second Vice President, Secretary and Treasurer

- A. Officers should reflect the three-part composition of the board.
- B. Directors shall be prohibited from serving in more than one elected office simultaneously.
- C. A person elected to finish out a vacated term shall be eligible to run for a full term.

ARTICLE IX -DUTIES OF THE OFFICERS

1. The duties of the President shall be:

- A. To preside at all meetings of the Board; he/she shall oversee the affairs of the Board of Directors; he/she shall have authority to call regular and

special meetings of the Board; and he/she shall see that all orders and resolutions of the Board are carried into effect.

2. The duties of the first and second Vice President shall be:

- A. In the absence of; or the disability of the President to perform and exercise the powers of the President, the 1st Vice President shall perform all duties in place of the President, and in the absence of or the disability of the 1st Vice President, the 2nd Vice President shall perform all duties in place of the 1st Vice President, and;
- B. Perform such duties as prescribed by the Board of Directors

3. The duties of the Secretary shall be:

- A. To record all votes, read official correspondence as directed by the President, and record minutes of all proceedings in a book to be kept for that purpose.
- B. Perform such other duties as may be prescribed by the President of the Board of Directors under whose supervision the Secretary shall act.
- C. In the absence of; or the disability of the 2nd Vice President to perform and exercise the powers of the President, the Secretary shall perform all duties in place of the 2nd Vice President.

4. The duties of the Treasurer shall be:

- A. To chair the Finance Committee.
- B. To ensure the care and custody of Corporate funds and other valuable properties.
- C. To ensure that all persons who are authorized to sign any appropriate Corporate documents must be bonded in an aggregate amount of not less than twenty-five thousand dollars (\$25,000.00).
- D. To render to the President or the Board of Directors or both, whenever required by either of them, an account of all transactions as Treasurer or of the financial constitution of the Corporation.
- E. In the absence of; or the disability of the Secretary to perform and exercise the powers of the President, the Treasurer shall perform all duties in place of the Secretary.

ARTICLE X- COMMITTEES

- 1. There shall be an Executive Committee composed of current officers as outlined in Article VIII and all current committee chairpersons of standing committees. The Executive Committee may conduct agency business between regular meetings of the full board. The Executive Committee shall fairly reflect the three-part composition of the Board of Directors. If the Composition of the Executive Committee does not reflect this representation,

then additional members shall be appointed by the President so as to comply with the above.

2. There shall be the following standing committees:
 - A. Personnel/EEO
 - B. Finance/Audit Committee
 - C. Planning
 - D. Board Development
3. Ad Hoc Committees may be appointed by the President to perform a specific and limited function. When the specified function is accomplished, the President shall disband such committees.
4. Quorum for all committees is 50% of the committee membership.
5. Committees shall fairly reflect the composition of the board.
6. The President shall appoint the Chairperson of all committees and the Chairperson of each committee shall solicit and appoint members to their respective committee.
7. Each director shall serve on at least one (1) committee.
8. All committees will take and maintain minutes of all meetings and will submit them to the Board of Directors by the next regular meeting of the board.
9. The President may serve as a member of any committee.

ARTICLE XI- ELECTION OF BOARD OFFICERS

1. Board Officer nomination will be in May.
2. Officer elections will be in June.
3. New Officers will be seated at the annual Board Meeting in June.
4. The term of office will begin September 1st.
5. The Board Development Committee functions as the Nomination Committee for the Election of Officers.

ARTICLE XII- QUORUM AND VOTING

1. At least fifty percent (50%) of the non-vacant seats of the Board of Directors must be present to constitute a quorum of the Board of Directors.
2. At least fifty percent (50%) of non- vacant seats must be present to constitute a quorum of all committees, including the Executive Committee.
3. Each member of the Board of Directors shall have one (1) vote.
4. There shall be no proxy voting.

ARTICLE XIII- MEETINGS

1. Regularly scheduled meetings of the Board of Directors will be held at least nine months out of the Board of Director's calendar year.
2. Board meetings shall *[generally]* be held on the fourth Monday of each month, unless there is a holiday, in which case the meeting will be held the third Monday of that month, or be cancelled and not held for that month.
3. Notice of meeting shall be mailed not more than thirty (30) days and no less than six (6) days in advance of the meeting. *[Directors may elect to receive notice of meetings by electronic mail in lieu of postal delivery. Any Director opting to receive notices by electronic mail will give written authorization with their preferred email address at the June Annual Meeting in writing. Directors may change their preferred method of notice at any time by notifying the Executive Director or the President of the Board in writing.]*
4. The Order of Business at regular monthly meetings of the board shall be:
 - Verbal Role Call/Quorum Check
 - Call to order
 - Moment of silence
 - Approval of minutes
 - President's Report
 - Financial Report
 - Committee Reports
 - Executive Director's Report
 - Center Reports
 - Old Business
 - New Business
 - Adjournment
5. The agenda may be changed or amended by the quorum present.
6. Special meetings of the Board of Directors may be called by the President or at the signed request of six (6) Directors of the Corporation in writing duly filed with the Secretary. The written notice of such meetings shall specify the purpose for which the meeting is called, and no other business shall be conducted.
7. Generally all meetings shall be held at the main office of the Corporation at times reasonably convenient for the Directors to attend. Directors may attend and participate in Board and Committee meetings electronically. All Board and Committee meetings may also be available through a virtual meeting link so Directors and Staff may also attend and participate.
8. All Board meetings shall be open to the public.
9. Executive Sessions shall be convened by the President, with a majority vote of Directors present, and conducted according to law.

ARTICLE XIV - ANNUAL MEETING

1. There shall be an annual meeting of the Board of Directors held during the month of June. The Secretary thereof shall give notice of time and place no less than ten (10) days prior to the meeting by mailing written notices to the Board of Directors.
2. At the annual meeting, the agenda shall be as follows:
 - Roll Call
 - Report of the President
 - Seating of New Officers
 - Committee Reports
 - Audit Report
 - Old Business
 - New Business
 - Adjournment

ARTICLE XV- POWER OF THE BOARD OF DIRECTORS

1. Hire, retain and evaluate the Executive Director. The Board shall also have the power to discharge the Executive Director.
2. Set policy and goals for the Corporation.
3. Authorize and amend annual Budget.
4. Authorize, amend or terminate programs.
5. The Corporation shall maintain Directors and Officers Liability Insurance that will indemnify the Directors for any cause of action arising from decisions or actions taken within the scope of their duties.

ARTICLE XVI-REMOVAL OF DIRECTORS

By a majority vote of the Board of Directors;

1. A Director of this Board may be removed for cause.
2. When a Director has missed at least four (4) scheduled meetings in one Board of Directors Calendar Year, without valid excuse.
3. The Secretary will notify any Director who has been absent for more than two (2) meetings without a valid excuse. The Administrative Assistant will notify a director in writing of this provision of the By-laws, and a copy will be forwarded to the Secretary and President of the Board.

ARTICLE XVII- PARLIAMENTARY AUTHORITY

Robert's Rules of Order will determine parliamentary authority as revised, except to extend such rules of order inconsistent with the By-laws of this Corporation herein.

ARTICLE XVIII – CONFLICT OF INTEREST STATEMENT

A separate Conflict Statement will be signed and attached to each Board of Director's File

ARTICLE XIX – BY-LAWS

1. These By-laws are intended to comply with all applicable federal, state and local laws. If any provisions of these By-laws violate law, are inflexible or endangers the not-for-profit tax-exempt status of the Corporation, the remaining By-laws shall be deemed valid and interpreted without such provisions.
2. These By-laws may be amended, altered or repealed in whole or in part by a two-thirds (2/3) vote of the Board of Directors at any meeting called for such purposes upon written notice, which notice shall include the complete text of such proposed amendment to be delivered personally or by certified mail with return receipt, to each of the Director at least two-weeks in the advance of such meetings.

ARTICLE XX-DISSOLUTION

This Corporation may be dissolved in any manner consistent with federal law.

CONFLICT OF INTEREST

Conflict of Interest Clause for PEACE, Inc. By-Laws

A conflict of interest exists when a matter to be acted upon by the Board confers a direct, substantial benefit to any Director, spouse, mother, father or children, business or agency from which a Director of the Board derives an income or has authority in governance.

A Director shall abstain from voting on any matter before the Board, which places him/her in a conflict of interest.

Prior to voting on matters in which a potential conflict of interest exists for any Director, the Board President shall inquire whether any Director of the Board desires to abstain from voting because of a conflict of interest and any Director of the Board shall declare that he/she abstains from voting if a conflict of interest exists. Prior to voting on any matter, a Director of the Board may be requested by any Director of the Board to abstain from voting because of a conflict of interest. If the challenged Director refuses to abstain from voting as requested, the Board President shall immediately call for a vote of the Directors to determine whether the challenged Director is in conflict of interest and shall be required to abstain from voting on the matter before the Board. If a two-third (2/3) majority of the Directors present votes to require the abstention of the challenged Director, that Director shall not be permitted to vote.

Signature _____

Date: _____

Print Name: _____



Joseph E. O'Hara, Executive Director

September 27, 2021

Stefanie Gordon, Regional Grants Management Officer

Department of Health and Human Services

Administration for Children and Families

26 Federal Plaza

Suite 4114

New York, NY 10278

Re: Grant No. 02CH011394

Reapplication Request

Dear Ms. Gordon:

The Board of Directors of PEACE, Inc. has reviewed and approved the reapplication of the Head Start/Early Head Start program for the grant year February 1, 2022 through January 31, 2023 at the Board of Directors meeting on September 27, 2021.

Sincerely,

David A. Scharoun

President

PEACE, Inc.

Board of Directors



Memorandum

To: PEACE, Inc. Board Members

From: Rebecca L. Heberle, Director
Head Start / Early Head Start

Date: September 16, 2021

RE: Head Start Refunding Application

Attached is the letter we recently received from our Regional Office of Head Start regarding the refunding application for the budget period 02/01/2022 – 01/31/23.

The only changes from last year are:

- Head Start Program Operations Funding - \$9,508,888
Increased by the 1.22% COLA.
- Early Head Start Program Operations Funding – \$106,150
Increased by the 1.22% COLA.
- Head Start and Early Head Start Training and Technical Assistance - \$106,150 & \$720,651 – same as the previous funding year.

Current funded enrollment:

- Head Start – 829
- Early Head Start - 214



ADMINISTRATION FOR
CHILDREN & FAMILIES

Office of Head Start | 330 C St., SW, 4th Floor, Washington DC 20201 | eclkc.ohs.acf.hhs.gov

August 13, 2021

Grant No. 02CH011394

Dear Head Start Grantee:

An application for funding for the upcoming budget period must be submitted by November 1, 2021.

The following table reflects the annual funding and enrollment levels available to apply for:

Funding Type	Head Start	Early Head Start
Program Operations	\$9,508,888	\$3,252,434
Training and Technical Assistance	\$106,150	\$70,651
Total Funding		\$12,938,123

Program	Head Start	Early Head Start
Federal Funded Enrollment	829	214

Period of Funding: 02/01/2022 - 01/31/2023

Application Submission Requirements

The application must be prepared and submitted in accordance with the *Head Start Grant Application Instructions with Guidance, Version 3 (Application Instructions)* for a continuation application. It must be submitted on behalf of the Authorizing Official registered in the HSES.

Incomplete applications will not be processed.

Application Instructions are available on the home page of HSES. Please review the instructions carefully prior to preparing the application. Submission guidance can be found in the "Resources" section of the HSES.

Please contact Gabrielle Grant, Head Start Program Specialist, at 646-905-8091 or gabrielle.grant@acf.hhs.gov or Jessica Cawthorn, Grants Management Specialist, at 214-767-8822 or jessica.cawthorn@acf.hhs.gov with questions regarding the *Application Instructions*.

For assistance submitting the application in HSES, contact help@hsesinfo.org or 1-866-771-4737.

Funding is contingent upon the availability of federal funds and satisfactory performance under the terms and conditions of the current budget period.

Thank you for your cooperation and timely submission of the grant application.

Sincerely,

/Carolyn Baker/

Carolyn Baker
Regional Program Manager
Office of Head Start



EMPOWERING PEOPLE TO THRIVE | EST. 1968

Joseph E. O'Hara, Executive Director

September 27, 2021

Stefanie Gordon, Regional Grants Management Officer
Office of Grants Management
Administration for Children and Families
26 Federal Plaza, Room 4114
New York, NY 10278

Re: Grant No 02CH011394
Approval of Budget Modification to purchase three (3) buses

Dear Ms. Gordon:

The Board of Directors of PEACE, Inc. has approved the budget modification request to purchase three (3) new buses for the Head Start program.

Sincerely,

David A. Scharoun
President
PEACE, Inc.
Board of Directors



Connie Magunga <cmagunga@peace-caa.org>

Head Start Budget Modification Request to purchase and trade-in 3 buses

1 message

Alexander Grant <alexander.grant@peace-caa.org>

Thu, Sep 16, 2021 at 4:14 PM

To: Carolyn Brown <carolyn.brown@peace-caa.org>, Connie Magunga <cmagunga@peace-caa.org>

Cc: Rebecca Heberle <rheberle@peace-caa.org>, Nancy Turo <nturo@peace-caa.org>, Anne Spicciati <aspicciati@peace-caa.org>

Hi Carolyn & Connie,

The Head Start program is requesting board approval on our budget modification request to purchase three new buses in the amount of \$193,008. We will be trading in 3 buses from 2011 with this purchase.

We have enough budget savings in the personnel line to purchase the buses. We need to order the buses before the end of our fiscal year (January 31, 2022).

Please see the documents attached for more details regarding the request.

We would greatly appreciate it if you can send this information to Board Members (Executive Committee) via email for their approval. A signature from the Board President will be required on the attached letter.

Our apologies for the short notice. Thank you for your time and consideration.

Best regards,

Alex Grant
Accountant
Fiscal Department
PEACE, Inc.
217 South Salina St., 2nd Floor
Syracuse, NY 13202
alexander.grant@peace-caa.org
315.634.3731



2 attachments **Board Of Directors Approval of Bus purchase-092721.doc**
25K **Budget Modification Request_3 buses.pdf**
2919K



Alexander Grant <alexander.grant@peace-caa.org>

Fwd: Send data from MFP11768146 09/09/2021 10:18

1 message

Thu, Sep 9, 2021 at 10:27 AM

Melissa Owens <mowens@peace-caa.org>

To: Rebecca Heberle <rheberle@peace-caa.org>, Alexander Grant <alexander.grant@peace-caa.org>

Good Morning Becky & Alex,

Attached is a quote to purchase 3 new buses and trading in 3 of our buses that are 2011s. I am checking to see if there is any money available to replace these older buses. If not, 3 replacing any of them will be helpful. Please let me know and thank you,

----- Forwarded message -----

From: **peaceinc copiers** <copiers@peace-caa.org>

Date: Thu, Sep 9, 2021 at 10:18 AM

Subject: Send data from MFP11768146 09/09/2021 10:18

To: Melissa Owens <mowens@peace-caa.org>

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Pages: 6

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Melissa Owens
Transportation Supervisor
(315) 470-3314



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Quote Number: NYBS4753



New York Bus Sales

7765 Lakeport Rd.
Chittenango, NY, 13037
1-800-962-5768

Contract Name: IFB 23000

Contract #: PC67619

Contract Item #: A-5-G-A

Group #: 40524 School Buses

Discount Percentage: 16%

Page #: 3

Account Information:

Account Name: PEACE Inc
Contact Name: Mellissa Curtis-Owens Curtis-Owens
Address: 217 South Salina St
Syracuse, New York, 13202

Order Information:

No. of Units: 3
Approval #: 761-NY-30-00WC-MBI
Make and Model: Micro Bird G5
Body Model: Chevrolet
Chassis Model: G5 (5 Row)
Capacity: 30 Children

Standard Equipment:

Included in Base Price: 30 Passenger 2021 Blue Bird Microbird G5, with a 159" WB * Dual Rear Wheel * 6.6L Gas Engine * 6 Speed Automatic Transmission w Over Drive * Hydraulic Brakes with ABS * 4,300 # Front and 8,600# Rear Axle * 220 amp Alternator * 32 Gallon Fuel Tank * 225/75R 16E All Season Tires * Tinted, Tempered Windows * 20,500 Rear Under Seat Heater * Gray Rubber Floor with Matching Step Treads * Fire Block Upholstery * Econovent Roof Hatch * 32" O/O Electric Door * Heated Mirrors * LED Dome Lights* White Roof.

THIS EQUIPMENT MAY BE CHANGED BASED ON OPTIONS YOU SELECT AND ARE LISTED BELOW.

Chassis Equipment:

Feature #	Description	NYS Selling	QTY	Extended
C60	Dash Air Conditioning Chevy/GMC Chassis	\$185.00	1	\$185.00
ZQ3	Tilt Steering Column with Cruise Control	\$347.60	1	\$347.60

ALI	Factory Chassis Alignment	\$265.00	1	\$265.00
C71	14,200 GVWR Chassis	\$1,174.00	1	\$1,174.00
G80	Chevy G5 Locking Differential	\$312.31	1	\$312.31

Total Chassis Options: \$2283.91

Body Equipment:

Feature #	Description	NYS Selling	QTY	Extended
HDA	42,000 BTU Heater	\$290.64	1	\$290.64
MRSRA-Z6	ROSCO Heated Remote Mirror with 15 Minute Timer with Stainless Steel Brackets	\$794.64	1	\$794.64
SRT-S	4 Interior Speakers in 3, 4 or 5 row G5; 6 Interior Speakers in 6 row G5	\$10.08	1	\$10.08
HS1	Stepwell Heater	\$68.04	1	\$68.04
BBX-X	Battery Box for Auxiliary Battery.	\$415.80	1	\$415.80
RSS1	Spheros Smart Roof Hatch	\$344.40	1	\$344.40
P3S-2B	Plywood 5/8" 2B	\$45.00	1	\$45.00
MD1	Exterior Speaker for Integrated PA	\$74.76	1	\$74.76
RMW-PAS	Radio - AM/FM/CD/USB/AUX with PA System -Includes Chime Option (CRG)	\$404.04	1	\$404.04
RF8	Running Board Driver Door Aluminum, Textured Black Paint	\$178.08	1	\$178.08

BUS-6T	Doran Child Detection System, 8 Way without Timer	\$162.96	1	\$162.96
AC-55IT-RC	A/C - MCC 55K+OEM - In Wall Rear Evaporator with 3 Fan Roof Mounted Condenser connected to a Second Compressor (G5 ONLY)	\$5435.64	1	\$5,435.64

Total Body Options: **\$8224.08**

In-House Options Package:

Feature #	Description	NYS Selling	QTY	Extended
F150172	F150172 Safe Guard Star Seat Child Restraint Assembly added to standard hi-back seat (1 per passenger)	\$164.40	16	\$2,630.40

Total In-House Options: **\$2630.40**

Price Summary:

Base Price	\$53197.61
Options Price	\$13138.39
Total Price (Per Bus)	\$66336.00
Number of Units	3
Grand Total Price	\$199008.00
P.O. Amount	\$199008.00

H80

Bus #: H80
Year: 2011
Body: Thomas
Chassis: Chevy
Capacity: 30
Mileage: 56K

Engine: Chevy
Fuel Type: Gas
Condition: Good
Last 8 of VIN#: AS1123412
Price: \$2,000

Notes:

H79

Bus #: H79
Year: 2011
Body: Thomas
Chassis: Chevy
Capacity: 30
Mileage: 50K

Engine: Chevy
Fuel Type: Gas
Condition: Good
Last 8 of VIN#: A1123112
Price: \$2,000

Notes:

H78

Bus #: H78
Year: 2011
Body: Thomas
Chassis: Chevy
Capacity: 30
Mileage: 65K

Engine: Chevy
Fuel Type: Gas
Condition: Good
Last 8 of VIN#: A1122791
Price: \$2,000

Notes:

Price Per Bus: \$66336.00

Quantity: 3

Trade Amount Evaluated: \$6000.00

Total Trade PO Amount: \$193008.00

TRADED UNITS SHALL BE:

- * PROPERLY SERVICED AND MAINTAINED UNTIL TIME OF TRADE
- * EQUIPPED AS PURCHASED, ANY STRIPPING OF EQUIPMENT WILL VOID TRADE FIGURES
- * ANY MECHANICAL OR PHYSICAL DAMAGE WILL VOID TRADE FIGURES. Any towing is responsibility of the school.
- * ALL TRADE INS MUST BE PICKED UP ON DELIVERY DAY OR TRADE CREDIT WILL NOT BE ISSUED!

STIPULATION OF SETTLEMENT

NEW YORK STATE OFFICE OF CHILDREN AND FAMILY SERVICES

vs.

P.E.A.C.E., Inc. Merrick School Head Start Program

DAY CARE CENTER (DCC) LICENSE

CCFS #40023

P.E.A.C.E., Inc. Merrick School Head Start Program and David Scharoun as Board President, (hereinafter collectively referred to as the "Operator") of a DCC program with a site address of 175 Hudson St., Syracuse, NY 13204-4113 and a mailing address of 175 Hudson St., Syracuse, NY 13204-4113, and an email addresses kbarone@peace-caa.org kjensen@peace-caa.org and the **NEW YORK STATE OFFICE OF CHILDREN AND FAMILY SERVICES** (hereinafter referred to as the "Office") do stipulate as follows:

WHEREAS, on **August 31, 2021**, the Office issued an enforcement letter which sought to revoke the Operator's DCC license; and

WHEREAS, the Operator has read this Stipulation of Settlement in full, understands all the terms in this document, and knowingly enters into this Stipulation of Settlement freely, voluntarily and without any coercion; and

WHEREAS, the parties wish to settle this matter, and agree and stipulate as follows:

1. The Operator waives the right to a hearing to contest the allegations in the **August 31, 2021** enforcement letter which sought to revoke the Operator's DCC license. A copy of said enforcement letter is annexed hereto as **Exhibit "A"**.
2. The Operator knowingly and voluntarily admits to the regulatory violations as cited in the **August 31, 2021** enforcement letter annexed hereto as **Exhibit "A"**.
3. The Operator agrees to pay, and the Office agrees to accept, a fine in the amount of **\$1,000.00 (one thousand dollars)**. The fine shall be paid by certified check or

money order made payable to the New York State Office of Children and Family Services (NYS-OCFS) and shall be **due upon execution of this Stipulation**.

4. **Within thirty (30) days** of execution of this Stipulation by the Operator, the Operator shall update their supervision policy to include protocols for accompanying children and Name to Face attendance when transitioning. The revisions to the supervision policy shall be submitted to the Syracuse Regional Office (SRO) for pre-approval, and once approved, implemented by the Operator.
5. **Within thirty (30) days** of receiving approval from SRO for the revised supervision policy, the Director shall train all current staff on the updated procedures. Any new staff shall be trained by the Director on all supervision policies prior to starting work. The Operator shall review the revised supervision policy at all staff meetings.
6. **Within forty-five (45) days** of execution of this Stipulation, all staff that have the potential for regular and substantial contact with children shall complete the following training:
 - **Two (2) hours** of Supervision of Children training with a focus on transitioning and face to name recognition, specific to the developmental stage of the children, training/technical assistance in the areas of programming and room arrangement to maximize supervision of children;
 - **One (1) hour** of Mandated Reporter training;
 - The training shall be pre-approved by SRO and shall **not** be counted toward the thirty (30) training hours already mandated by regulation.
7. **Commencing October 29, 2021**, and continuing on a quarterly basis thereafter, the Director shall review with all current staff the DCC's supervision policy and procedures at a staff meeting. All quarterly reviews will be documented. Said documentation shall be made available upon request at all inspections.
8. Upon receipt of the signed Stipulation, fine payment and proof of compliance with the terms in paragraphs 3, 4, 5 and 6 of this Stipulation, the Office will change the Operator's program status from revoked to licensed and reinstate the Operator's program to the Office's day care referral list. However, the Operator acknowledges it is still obligated to comply with all the terms of this Stipulation, and that it remains in effect for a period of one (1) year.

A copy of this Stipulation of Settlement shall be deemed an original for all purposes; electronically faxed and scanned signature(s) shall also be deemed original.

The terms and conditions of this Stipulation shall remain in effect for a period of one (1) year.

9/22/2021
Date


P.E.A.C.E., Inc. Merrick School head Start Program
By: David Scharoun, Board President

Date _____

Tina Cook
Regional Manager
Syracuse Regional Office

