



**City of Lakewood Head Start
Governing Board Meeting Minutes
November 22, 2004**

Board Members Present:	Bob Murphy	Jackie Herbst	
Board Members Absent:	Ray Elliott		
Staff Present:	Sharon Keith-Zamora	Tami Fischer	Peggy Holcomb

Bob Murphy called the November 22, 2004 meeting of the Lakewood Head Start Governing Board to order. Bob Murphy took role.

- **Review and approval of a grant request for additional \$4,000 used to support additional fatherhood activities in the City.**
 - A motion was made by Bob Murphy, seconded by Jackie Herbst to approve the grant request for an additional \$4,000 used to support fatherhood activities. The motion was approved.
 - Peggy Holcomb gave a presentation to the Head Start Governing Board on the Fatherhood Conference she attended. There was open discussion by staff with the board and another meeting of fathers and staff is scheduled in December.

- **Informational Items:**
 - A copy of the October 2004 Budget and Expenditure Report is enclosed. Sharon Keith-Zamora stated that a revision would be made to the report.
 - The National Reporting System went into effect last fall. Sharon explained the NRS to the board. There was open discussion with the board from Sharon on the results of testing four-year olds in the program.
 - The program assessment is scheduled for December 6-17, 2004. Bob and Jackie asked how they could help during the assessment schedule. Sharon will get back to them with some dates and locations.
 - The program is in the process of hiring two additional staff members.

- **Review and approval of the October 11, 2004 meeting minutes.**
 - A motion was made by Jackie Herbst, seconded by Bob Murphy to approve the meeting minutes of October 11, 2004.

- **Governing Board Requirements:**

- Sharon Keith-Zamora gave a brief history of being an independent grantee.
- Policies and procedures for the Head Start Program and the responsibilities of the governing body.

- **Other Business**

- Sharon reminded the board members that with the cost of living adjustment the full grant dollar amount is \$928,659. 77% of that amount goes towards staff salaries. An additional 15% of the total budget is set aside for benefits.

There was no other business of the Head Start Governing Board.

The meeting was adjourned at 6:26 p.m..

Bob Murphy – Chair

Ray Elliott – Vice-Chair

Jackie Herbst – Secretary