



**City of Lakewood Head Start
Governing Board Meeting Minutes
February 28, 2005**

Board Members Present: Bob Murphy-Chair Jackie Herbst-Secretary Ray Elliott-Vice Chair
Board Members Absent:
Staff Present: Sharon Keith-Zamora Tami Fischer

Bob Murphy called the February 28, 2005 meeting of the Lakewood Head Start Governing Board to order. Bob Murphy took role.

- **Program Update-Expenditures and Budget Report**
 - 2nd quarter and January 2005 report – Sharon Keith-Zamora stated that we have not been informed how much of an increase to expect in benefits, so she has reduced the amount to reflect more to the actual costs.
 - Ray asked if there were any unusual expenditures. Sharon said there were none. There was a coding error after the last policy council meeting in February. An adjustment has been made to reflect the correction.
 - There are some savings with the nurse position not being filled at this time. Sharon is looking into making some adjustments on the job requirements.

- **Appointment of New Regional Officer**
 - Edgard Perez is the new Program Specialist for Lakewood Head Start Program.

- **Approval of the November 2004 Meeting Minutes**
 - A motion was made by Jackie Herbst, seconded by Bob Murphy to approve the minutes of the November 22, 2004 Head Start Governing Board meeting. A vote of the board members was as follows:
 - Bob Murphy: aye
 - Ray Elliott: aye
 - Jackie Herbst: aye

The motion carried.

- **Approval of the Program Goals and Objectives for 2005**
 - Sharon shared the changes requested during the joint meeting earlier in the month were made. Changes to goal number thirteen regarding a primary medical and dental provider and goal fifteen regarding transportation safety practices were made.

- A motion was made by Ray Elliott seconded by Jackie Herbst to approve the changes to the Program Goals and Objectives for 2005. A vote of the board members was as follows:
 - Bob Murphy: aye
 - Ray Elliott: aye
 - Jackie Herbst: aye

The motion carried.

- **Approval of the Changes to the Policy & Procedures Manual**

- Sharon stated the reason for the changes came from the Program Self-Assessment in December 2004. There was some discussion with board and staff on the changes for purposes of clarification. A motion was made by Ray Elliott seconded by Jackie Herbst to approve the changes to the Policy and Procedures Manual. A vote of the board members was as follows:
 - Bob Murphy: aye
 - Ray Elliott: aye
 - Jackie Herbst: aye

The motion carried.

- **Approval of the Continuation Grant Application and the 2005/2006 budget proposal.**

- Board and staff had discussion on the grant and in-kind hours along with clarification of the budget prior to a request for a motion.
- A motion was made by Ray Elliott seconded by Jackie Herbst to approve the continuation of the grant application and the 2005/2006 budget proposal. A vote of the board members was as follows:
 - Bob Murphy: aye
 - Ray Elliott: aye
 - Jackie Herbst: aye

The motion carried.

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

The meeting was adjourned.

Bob Murphy – Chair

Ray Elliott – Vice-Chair

Jackie Herbst – Secretary