



May 22, 2006

---

**Governing Board:** Bob Murphy – Chairperson Diana Allen Ray Elliott

**Staff members:** Sharon Keith-Zamora Tami Fischer

Chairperson, Bob Murphy called the meeting to order at 5:15 p.m. Chairperson Murphy called roll, all Governing Board Members were present.

### **1. Program Update – Copy of the Expenditures**

Bob Murphy noted that the expenditure report reflects numbers for the fourth quarter of the program. He noticed that employee benefits do not total.

Sharon Keith-Zamora stated that the numbers can go over on a line item and should balance out through retirements and then next year more money will be moved into that account.

Sharon noted that better projections will need to be calculated or the costs might begin to exceed the budget and she won't have enough dollars for other expenses.

Ray Elliott raised the question that if the program goes over on a line item, does the overage come from the same area.

Sharon said not necessarily, but the dollars cannot exceed 10% of the total budget.

Diana Allen asked what the game plan would be to keep within the budget.

Sharon believes the program may go to a double session, which would eliminate one Teacher Associate position. This would leave two lead teachers, one would be responsible for the morning classroom, the other for the afternoon session, but they would work all day long. The third person who typically is a support person would float between both classes and cover for breaks. This would reduce the personnel costs and benefit costs for one individual.

Tami Fischer raised the question based on a discussion prior to the sales tax initiative that if the sales tax passed, would the program be able to take some general fund dollars from the department to subsidize the health care costs for the employees.

The comments from the board members indicated that they would like to see the staff/student ratio continue to remain low. In addition to keeping the costs within the grant funds being received and find creative, innovative ways to keep the quality of the program within the federal dollars.



The board encourages staff to keep them informed should the program begin to see or feel a decline in quality of the program.

**2. Child Outcomes**

Bob expressed his pleasure of the new items in child outcomes. The first page of the outcomes shows the items that have changed and the second page reflects the results for the year.

The definitions are very clear for staff to know what the level the children are at when they enter the program and what they have accomplished by the end of the program year.

Each of the classrooms received a ranking number for each child and for the individual classroom.

**3. Hiring of Bus Driver**

Necessary hiring of bus driver due to the death of previous driver for program.

**4. Request to Approve the Minutes from previous meeting.**

A motion was made by Bob Murphy, seconded by Diana Allen to approve the minutes as written from the February 28, 2006 meeting. The vote of the Governing board members was as follows:

|              |     |
|--------------|-----|
| Bob Murphy:  | aye |
| Ray Elliott: | aye |
| Diana Allen: | aye |

The motion carried.

**5. Request to Approve proposed changes to the Program Work Plans and the Program Planning Timetable for 2006-2007.**

A motion was made by Ray Elliott, seconded by Diana Allen to approve the Plans and Timetable as submitted. The vote of the Governing board members was follows:

|              |     |
|--------------|-----|
| Bob Murphy:  | aye |
| Ray Elliott: | aye |
| Diana Allen: | aye |

The motion carried.



May 22, 2006

---

Bob Murphy raised the question of when the next conference and peer review.

Sharon informed the board that the next peer review is scheduled in two years. Next fall there is a regional conference in Colorado Springs.

6. **Approve One-Time Funding Application for \$58,500 to use at two locations for Specific Program Improvements**

Sharon talked with the board on the possibility of receiving the funds for the improvements to two Head Start locations. Sharon is hopeful that some of the funds will be given to the facilities for the improvements if not all of the funds.

The request will remain on file for the possibility of funding in the future if the request is not approved at this time.

A motion was made by Diana Allen, seconded by Ray Elliott to approve the One-time Funding Application as prepared to be submitted for the two locations specified in the application. The vote of the Governing board members was follows:

|              |     |
|--------------|-----|
| Bob Murphy:  | aye |
| Ray Elliott: | aye |
| Diana Allen: | aye |

The motion carried.

Sharon is meeting with the architects tomorrow on the plans for 17<sup>th</sup> & Pierce facility. At this time, they plan on scaling down the size due to lack of enough funding. The plan is to continue housing the administrative staff at Wilbur Rogers Center and plan on two classrooms at 17<sup>th</sup> & Pierce. She will update the HS board as planning continues.

Sharon shared a brief photo presentation of the Head Start classrooms, staff and children.

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

Meeting Adjourned



**City of Lakewood Head Start  
Governing Board Minutes**

May 22, 2006

---

\_\_\_\_\_  
Bob Murphy, Chairperson      Date

\_\_\_\_\_  
Ray Elliott, Vice-Chair      Date

\_\_\_\_\_  
Diane Allen, Secretary      Date