



City of Lakewood Head Start
Governing Board Minutes

February 13, 2007

Policy Council Members Present:

Heather Goeddel Jeanette Castillo Diana Mendoza Holly Miller
Terry Liggins Naomi Albert Mary Hunter Eloina Gonzales

Governing Board Members Present:

Bob Murphy Diana Allen

Staff and Guests Present:

Sharon Keith-Zamora Susan Cooley Jose Rivas Carl Miller

Naomi Albert, Chairperson of the Policy Council called the joint meeting to order. A quorum of both groups was present.

1. Announcements and Introductions

- Parent Training Conference – February 10, 2007 – we had 11 parents attend the conference.
- All attendees agreed that the conference was a success and beneficial.

2. Joint meeting of the Head Start Governing Board and Policy Council meeting.

Bob Murphy – Chairperson of the Governing Board

Naomi Albert – Chairperson of the Policy Council

Items to reviewed and discussed jointly:

3. Review and discuss the results of the Community Assessment.

- Sharon noted that only the summary was handed out but that full copies of the final draft of the Community Assessment can be obtained from her.
- Discrepancies were noted and discussed between the results of the parents survey (Appendix A, section B) and the community agencies (Appendix B, section B.)

4. Review and discuss the Program Philosophy, Goals and Objectives.

- Bob Murphy had questions regarding the implementation of the new Creative Curriculum assessment tool. (Goal 1) Sharon explained that Head Start lost the person formerly responsible for the assessment tool used. Due to the cost and time requirements for continuing the assessment, it was decided to move to the CC assessment as it is a part of the curriculum already in use.
- Bob Murphy asked Sharon what kind of funding could be expected from the federal government. Sharon noted that there is a bill before congress that would increase funding by approximately 140 million that would bring our budget back to what it was before the 1% decrease. She also stated that Head Start Association was pushing to secure about two times that much.

5. Review and discuss the Program Accomplishments

Bob Murphy made a comment that he was glad to see the increase in compliance with dental requirements. Sharon let the group know that we had also received a call of congratulations from the regional office on this item.

6. Review and discuss the proposed budget for 2007-2008 school year.

Bob Murphy and Diana Allen asked about the City contribution. Sharon explained that the required 20% In-kind match is made in part by the City. Sharon also explained that in order to give staff a salary increase we moved some funding from Head Start to other funding streams in the division. There is no increase in the overall city budget, but this will allow us to give an increase to the staff. The other big change this year was the large increase in the amount allocated for Health, Dental and Life Insurance.

7. Review and discuss the draft of the Head Start Grant application.

Sharon explained that all of the pieces discussed above would be placed in the grant where it states insert here. There were no other questions regarding the proposed grant application.



City of Lakewood Head Start
Governing Board Minutes

February 13, 2007

The joint meeting and discussion was closed at 6:44 p.m. The Governing Board members convened their meeting along with Sharon Keith-Zamora in a separate room.

Chairman, Bob Murphy, called the Governing Board meeting to order at 6:48 p.m.

8. Program update.

- Review copies of the 1st and 2nd Quarter Budget & Expenditure reports. A comment was made about the increasing costs of health insurance and the impact on the program budget.
- Review the results of the program self-assessment and annual parent survey. The upcoming changes of the board were noted (two of the current members will be term limited in their City Council seats in the fall of 2007).

9. Review and approve or disapprove the August 28, 2006 Minutes.

Diana Allen made a motion to approve the August 28, 2006 minutes. Bob Murphy seconded the motion. A vote of the board members was as follows:

Bob Murphy:	aye
Ray Elliott:	absent
Diana Allen:	aye

10. Review and approve or disapprove the Program Goals and Objectives for 2007-2008.

Diana Allen made a motion to approve the Program Goals and Objectives for 2007-2008. Bob Murphy seconded the motion. A vote of the board members was as follows:

Bob Murphy:	aye
Ray Elliott:	absent
Diana Allen:	aye

11. Review and approve or disapprove the Program Continuation Grant application and 2007-2008 Budget.

Diana Allen made a motion to approve the Grant and Budget for 2007-2008. Bob Murphy seconded the motion. A vote of the board members was as follows:

Bob Murphy:	aye
Ray Elliott:	absent
Diana Allen:	aye



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

February 13, 2007

Bob Murphy adjourned the meeting at 7:05 p.m.

Minutes approved:

Bob Murphy 5/14/2007
Bob Murphy, Chairperson Date

Ray Elliott 5/14/2007
Ray Elliott, Vice-Chairperson Date

Diana Allen 5/14/2007
Diana Allen, Secretary Date