



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

August 13, 2007

Governing Board members present: Bob Murphy, Ray Elliott and Diana Allen

Staff members present: Tami Fischer, Sharon Keith-Zamora and Stephanie Boggs

1. Call the Meeting to Order: Bob Murphy, Chairperson called the meeting to order at 5:05 p.m. a quorum was present.

2. Program update:

- Sharon Keith-Zamora shared with the board the notification of an on-site monitoring review by the Office of Head Start, Department of Health & Human Services. She stated that no date has been set yet for the review but that she would keep the board informed.
- The final Expenditure Report for 2006-2007 School Year and Year End Summary were reviewed. Sharon Keith-Zamora stated that insurance costs were over expended but that there was enough salaries savings to offset. She also stated that everything else remains on track and that she will continue to closely monitor the costs associated with benefits.
- The updated Staff List and Organization Chart for the 2007-2008 School Year were reviewed.
- The Open House and Back to School Night Schedules were reviewed and Sharon invited the board members to visit any of the sessions.
- The Program Information Report (PIR) Summary for 2006-2007 was reviewed and briefly discussed. Sharon Keith-Zamora answered questions about the results and explained what some of the performance indicators were based off of.
- The Child Outcomes Report Summary for 2006-2007 was reviewed and the results were briefly discussed.

3. Review and approve or disapprove the May 2007 minutes: Ray Elliot made a motion to approve the minutes for May 14, 2007, seconded by Diana Allen. A vote of the board member was as follows:

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

4. Review and approve or disapprove the changes to the Policy & Procedures

Manual for 2007-2008: Sharon explained that the policies are reviewed by staff every year for revisions, and that the majority of the changes made were eliminating duplicate policies or rewording some portions. She did state that there were policy changes made on attendance. Diane Allen made a motion to accept the changes, seconded by Ray Elliot. A vote of the board member was as follows:



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

5. Notification of transfers, promotions, and new staff: The list of staff changes provided on the agenda was reviewed by the board.

6. Adjournment: The meeting adjourned at 5.41 p.m.

Minutes Approved:

Bob Murphy 10/8/07
Bob Murphy, Chairperson Date

Ray Elliott 10/8/07
Ray Elliott, Vice-Chair Date

Diane Allen 10/8/07
Diane Allen, Secretary Date