



August 25, 2008

Meeting was held in the **City Manager's Conference Room** at 5:30 p.m.

1. Call the meeting to order.

Diana Allen called the meeting to order at 5:35 p.m.

Members Present: Diana Allen, Sue King, and Cindy Baroway
Staff Present: Sharon Keith-Zamora

2. Program Update

- ◆ Sharon Keith-Zamora informed the members that the program was fully enrolled on the first day of school, today. Diana Allen asked about the waiting list and there are 35 children on the list as of today.
- ◆ Sharon Keith-Zamora stated that staff members were working with Mount Ayr Christian Church in NE Lakewood and pending licensing, health, and fire visits the program may look to add a classroom at that location using Colorado Preschool Program expansion funds.

3. Review and approve or disapprove the minutes from the June 2008 meeting.

Sue King made a motion to approve the June 2, 2008 meeting minutes, Cindy Baroway seconded the motion. A vote of the board member was as follows:

Diana Allen: aye
Sue King: aye
Cindy Baroway: aye

4. Review and approve or disapprove the proposed changes to the Head Start program's policies and procedures.

The changes from the prior policies were noted. One question was asked about asking parents for an ID on a daily basis, it was discussed that this is not required by our program. Sue King made a motion to approve the policy and procedure changes, Cindy Baroway seconded the motion. A vote of the board members was as follows:

Diana Allen: aye
Sue King: aye
Cindy Baroway: aye

5. Review and discuss the final budget and expenditure report for the 2007-2008 school year.

The final report was reviewed – no questions were asked regarding the prior year spending.

6. Review and approve or disapprove the hiring of Cherie LaBelle for the position of co-teacher.

A question was asked about committee participation, Sharon Keith-Zamora stated that we weren't able to have a Policy Council person on the interview, but we did call two members and both agreed this was the top candidate.



City of Lakewood Head Start
Governing Board Minutes

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Cindy Baroway made a motion to approve the hiring of Cherie LaBelle for the position of co-teacher, Sue King seconded the motion. A vote of the board members was as follows:

Diana Allen:	aye
Sue King:	aye
Cindy Baroway:	aye

7. Review, discuss and comment on the Annual Report for 2007-2008.

A question was asked about the number of parents that were not working and not in school. The group would like to add comparison data – budget from year to year. Program statistics from year to year. This will be added in either this year or for the following year's report along with a cover letter from the Board Chairperson.

8. Adjournment

Diana Allen adjourned the meeting at 6:05 p.m.

Minutes Approved:

Diana Allen 1/12/09
Diana Allen, Chairperson Date

Sue King Jan. 12, 2009
Sue King, Vice-Chair Date

Cindy Baroway 1/12/09
Cindy Baroway, Secretary Date