

August 21, 2008 Board Of Directors Meeting Minutes

Date	August 21, 2008
Time	Dinner & Meeting 6:30pm
Location	Central Office Conference Center, Coolidge
Board Members Present	Cynthia Benson, Caryl Chase, Beverly Riley, Patricia Husbands, Lucas Sheehan, H.R. Paddock, Marsha Mills, Rebecca Rios
Seated Board Members Absent	Dr K and Paul Licano
Staff Present	Melanie O'Neil, Claudine Sabel, Rhonda Clemans, Susan Fender, Erin Flores

#	Agenda Item	Discussion	Motion
	Training	Melanie reviewed the following: <ul style="list-style-type: none"> • Board Officers and Committees 	N/A
	Call to Order	Meeting called to order by Cynthia Benson at 6:34 pm.	N/A
1.	Acceptance of Agenda	Cynthia moves to accept agenda with Executive Session.	Motion to accept Agenda with Executive Session. H.R./Beverly – Motion carried.
2.	Approval of May 29, 2008 Meeting Minutes	H.R. moves to accept the May 29, 2008 Meeting Minutes.	Motion to approve May 29, 2008 meeting minutes. H.R./Lucas – Motion carried.
3.	Decision Items		
		a. Election of new Board Member Caryl Chase – Melanie introduced Carol Chase. Caryl knows head start, communities, and has invested in children. Past employee 2001. Held many positions with PGCCS. Relocated to Casa Grande for employment. Held positions at Senior Recreation Department and as Parks & Recreations Superintendent. Masters in Early Childhood Special Education.	Motion to elect Caryl Chase as new Board member. Marsha/Beverly – Motion carried.
		b. Re-Election of current Board Member H.R. Paddock for another three year term	Motion to approve re-election of H.R. Paddock as Board Member. Beverly/Marsha – Motion carried.
		c. Resignation of Board Member Debbie Johns. Debbie has recently been promoted to an elementary school principal. She would like to return to the PGCCS board one day.	N/A
		d. Financials – Reports are pre-audit <ul style="list-style-type: none"> • Head Start: Spent all. In-Kind over collect 50K. • Early Head Start: Spent all. In-Kind under collected 5K, but HS In-Kind will cover it. • DES – EIP: Program was over, but they had money from previous year so Board approved them to use money this year. • Child Care Centers: <ul style="list-style-type: none"> • CAC-SP up. • CAC-SM overspent YTD \$765. • Florence: During June & July Florence Head Start is not operating. During that time the SM salary is charged to child care. Child care is closing preschool room to open additional HS classroom. Childcare will have 12 two-year-old children. • All Centers: C/O contract services have been allocated to all PGCCS programs. The Auditor will check every item charged to ensure money is deducted from the appropriate program fund. • Gila Early Ed Partnership has \$5,452 available. • Board: Loss in stock: July \$6,800 August \$11,447 • Stock Activity \$423,874 • CLIP Program \$21,864 	Motion to approve Financials. Beverly/Rebecca – Motion carried.
		e. 51% of the seated PC members approved this item. Melanie O'Neil recommended the Board ratify the decision to eliminate the Community Development Coordinator position and Birth to Three Program Manager position and create the Community Development Director Position and add an AJ EHS Home Visitor to staffing pattern. The CDD Position will be 50% Head Start, 41% EHS, and 9% EIP. Then promote Susan Fender who more than meets the qualifications for the position.	Motion to approve ratification of Community Development Director. Marsha/Patricia – Motion carried.
		f. EHS Interim - Susan Fender informed Board the EHS Supervisor position in Miami is vacant as of 07/31/2008. Would like to have a Supervisor, HB Teacher & KA. Would like to approve an alternate service option. Recommend to advertise extensively for the EHS Supervisor vacancy, move 3 slots to AJ temporarily until position is filled. Delay start of program by 1 week. Not enough applications have been received. We are recruiting. AJ HB to 27, Miami HB to 09 and Winkelman HB to 10 with total enrollment of 46. 44 weeks of home visits.	Motion to approve EHS option change. Lucas/Beverly – Motion carried.
		Preschool Head Start Option Change – Superior HS is serving 17 children due to high enrollment of 3 year olds. Would like to up the 3.5 hours to 4 hours per day for the 3 year olds that returned as 4 year olds.	Motion to approve PHS option change. Marsha/Patricia – Motion carried.
		g. OHS Review Letter dated May 16, 2008. There was one finding. Guidelines say there can never be more than 20 children in the	Motion to accept OHS Review letter and bring

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		classroom. The extra 5 children that were present in the classroom were during lunch period. There is enough room in a second classroom for those children. This room is extra space for those children over 20 in Head Start room. Central Az College begins services early along with the college schedule. Site will be monitored. We may have to show attendance there for a particular day, but the design will show how we are structured to hold the children.	CAC-SP site into compliance. Rebecca/Marsha – Motion carried.
		h. 2008-09 Self-Assessment System Approval – Explained the time schedule for assessments taking place from August thru February. Bring the assessment findings & improvement plans to PC & Board for approval in March. Goes into grant process in April.	Motion to approve 2008-09 Self-Assessment System. Lucas/H.R. – Motion carried.
		i. Board of Director Bylaw Revision – item tabled	Motion to table Item. Patricia/Beverly – Motion carried.
		j. Ratify Personnel Policy Change – Directors and Regional managers red lined document. FMLA now includes military changes. Page 4, 2 nd paragraph, 2 nd line should be changed to read "will" rather than "is", page 7, 2 nd line instead of "occurred" should be "accrued"	Motion to ratify policy with corrections. Beverly/Rebecca– Motion carried.
		k. Executive Session Motion to convene Executive Session at 7:35pm. H.R./Patricia - Motion carried. Motion to adjourn the Executive Session at 7:50pm. Rebecca/Beverly - Motion carried.	Motion to recess into Executive Session at 7:32pm. Lucas/Chase – Motion carried Motion to reconvene the Board Meeting at 7:51pm. H.R./Lucas - Motion carried.
		l. Personnel Report – Reviewed HS & EHS personnel approvals.	Motion to accept the Personnel Report as presented. Patricia/Marsha – Motion carried.
		m. 2008-09 PC Composition & Membership – Susan Fender explained each HS site will have 1 voting rep per program option. Each EHS site will have 1 voting rep. LPC will select number of current parent PC reps at meeting in September and one alternate prior to September meeting. PC will select five reps from the community.	Motion to accept the 2008-09 Composition & Membership. Marsha/Rebecca – Motion carried.
		n. Melanie's 360-Evaluation date 7/31/2008. Claudine presented board results. Board had previously reviewed the PC and staff results.	Motion to accept Melanie's 360 Evaluation. HR/Beverly – Motion carried.
		o. Tina Moore explained the following additions to the Teacher and Teach Assistant JD. Per Federal Mandates by 10/01/2011 all Head Start Teachers must have at least an AA degree in ECE and preschool teaching experience or have a BA and been admitted into the Teach for America Program. Those receiving financial assistance from HS must stay with agency for 3 years or repay prorated amount of monies received to attend school. By 9/30/2013 Teacher Assistant positions must have CDA credential or be enrolled in program leading to AA or BA or be enrolled in CDA program to be completed in two years. Would like to modify the format of job descriptions to look like sample of CEO job description.	Motion to approve Job Description Revisions. Patricia/Marsha – Motion carried.
5.	Agenda Item	Monitoring Items	Motion
	Monitoring Items	a. Maricopa Head Start Facility Update – Melanie reviewed the status of facility move, possible properties and options for moving. Looking at bottom-line best offer. In competition with a carwash for the property.	N/A
		b. Child Care Center Report – Melanie reviewed documents included in packet. All is well.	
		c. Annual 2007-08 Child Injury Report – Melanie reviewed documents included in packet.	
		d. May 2008 & June 2008 Average Daily Attendance (ADA) – Melanie reviewed documents included in packet. All is well. HS Act says Board has to receive ADA report.	
		e. Teacher CDA & Degree Status Report – Melanie reviewed documents included in packet. AJ & Florence 81%, but overall 85%.	
		f. May 2008 HS/EHS Meal Report - Melanie reviewed documents included in packet.	
		g. May 19, 2008 PC Meeting Minutes - Melanie reviewed documents included in packet.	
		h. May 19, 2008 PC Personnel Approvals - Melanie reviewed documents included in packet.	
		Awards – Certificate to Cynthia for being on Strategic Planning, Budget Committee, Beverly Budget Committee. Certificate to Paul, H.R. and Dr. K for being on Budget committee. Debbie Johns one three year term. Lucas and Marsha's last meeting because one year terms on policy council.	
6.	Adjournment	The next Board of Director meeting will be on Thursday, September 25 th , 2008 at 6:30pm at the Central Office Conference Center.	Motion to adjourn meeting was called at 8:25p.m. HR/Beverly – Motion Carried

Secretary Signature _____

Date _____