



**Board of Directors Minutes
April 17, 2008**

5pm Dinner &
Presentation on Lincoln Open House by Colene Patton
5:30 Regular Meeting

Members : Janet Bianchini, Lois Fitzhugh, Peggy Hartman, David Irwin, Carole Leonesio, Ivor Thomas, Leigh Witzke, Jo Ann Wojcik, Dave Wolf, Dr. Trevor Del Pape, and Brianna Carey

Distribution List: Board Members, Denyse Cardoza, Nancy Myers, Christine Mattos, and Tiffany Mair

Attending: Janet Bianchini, Lois Fitzhugh, Peggy Hartman, Carole Leonesio, Leigh Witzke, Jo Ann Wojcik

Excused: Ivor Thomas, Melissa Sampley, Dave Wolf

Staff: Denyse Cardoza, Diane Katz, Christine Mattos, Nancy Myers, Colene Patton

Desired Outcome: By the end of this meeting, we will

- Hear presentation on the Lincoln Open House
- Review minutes from past Board of Directors meetings
- Hear Child Outcomes / DRDP-r Report
- Hear Executive Director Report
- Hear reports from Committees
- Vote on new Board Member / Consultant
- Vote on Categorical Program Monitoring (CPM) for WPUSD
- Vote on Child Outcomes Report

Agenda

<u>Item</u>	<u>Presenter</u>
Lincoln Open House Presentation	Colene Patton
Pledge of Allegiance	Jo Ann Wojcik
<u>Call to Order @5:35pm</u>	

Roll Call

Lois Fitzhugh

Approval of Agenda

Jo Ann Wojcik

Additions:

Seat PC Liaison Alternate Brianna Carey
Annual Board Authorization
4th of July Festival Booth
Booth Ready Coverage for the Table
Standing Rules under Old Business

MSC/ Peggy Hartman / Carole Leonesio to approve the agenda with additions.

Approval of Minutes *March 13, 2008*

Lois Fitzhugh

The Chair assumed the approval of the minutes with no objections.

Child Outcomes (DRDP-r) Report

Diane Katz

- Diane Katz presented the Child Outcomes PowerPoint from the DRDP-r report, including Time 1 and Time 2 comparisons.
- We are currently finishing the Time 3 observations and evaluations. Diane will present this to the Board once the data is compiled.

Executive Director Report

Denyse Cardoza

- Program Update
 - **Federal Review:** We have not yet been notified regarding our federal review and since our classes will be ending in May, we expect that the review won't be until August or September. We are continuing to prepare for our review and await notice.
 - **Grants:** We have submitted two new grants to First Five Nevada County. One grant is a North San Juan gardening grant for \$3,000.00 and the other \$3,000 grant is Terrance K. McAteer Family Resource Center in Nevada City (the old Champion Mine) for a preschool inclusion program. Board members reviewed the grants.

- **Western Placer CPM:** The review for our state preschool programs was completed. We had a finding for recording attendance, and a revision to our compliant / appeal process. We have addressed these findings and corrected all associated issues. Board members reviewed the report on the CPM.
- **Delinquency Notification Letter:** Jo Ann received a letter notifying KidZKount that we had missed a paperwork submission deadline. Denyse spoke with Regional Office and they said that the letter was actually meant to be a reminder of the changes in the submission process. We are now required to submit a second report to Regional Office, which is a change from the past. This was not our error.
- **Auditor Visit:** The auditors will be visiting the central office on April 23, 2008. We will need to call a special Finance Committee meeting to meet with the auditors during their exit meeting on May 15, 2008 at 4pm.
- **Muse Productions Donation Funds and Magic Show Profit:** \$3,232.75! Muse Productions is continuing to call community members to request donations for KidZKount.
- **Colfax After School Care Program:** We don't seem to be getting the number of children enrolled as we had hoped. We have not had any families submit their interest in the scholarships the Board generously decided to provide to promote this program. According to the contract, we are only committed until June 2008. Denyse is just as concerned about the Twin Ridges program. We may need to look into breaking both of these contracts, particularly due to the inability of proving

that parents at this site in the program are working, as required by the funding. If there is an audit of this program, the errors due to previous administration will be evident. We should get back to doing what we do well here: serving children prenatal through 5 years old.

- Community Partners
 - **WPUSD Sheridan Update:** Sheridan Elementary School may be closed by Fall 2008. There will be a school board meeting on May 6th that Denyse will attend to speak on behalf of KidZKount. We will explore options of where we might move the wraparound program. Denyse will keep the Board updated as she learns more.
 - **CHSA Cluster:** There will be a Head Start Reauthorization Bill training for directors, managers, and specialists on May 6, 2008 in Sacramento. KidZKount managers will attend this training.
 - **CHSA Symposium:** Denyse will attend the quarterly CHSA Board of Directors meeting on April 14, 2008 and will speak on a panel at the California Symposium on the Head Start Reauthorization Bill.
 - **Kiwanis Speaking Engagement:** Denyse will speak to Kiwanis in Nevada County on May 8, 2008 to promote the program.
- Legislation Update
 - See handouts for more information.

Executive Committee Report

Lois Fitzhugh

- Letter from Regional Office

Committee Reports

- **Finance Committee (No meeting)**

David Irwin

- **Program Committee (No meeting)** Peggy Hartman
- **Personnel Committee (No Meeting)** Peggy Hartman
- **Resource Development Committee** Denyse Cardoza
 - Denyse referred everyone to the minutes provided in the packet.
 - The 4th of July Festival was discussed. Susana Lopez agreed to take the lead on this event and she will need some seed money. We are hoping to have a booth from 10am-9pm, and serve packaged food.
 - We are also looking at offering a pilot program for a Tric-A-Thon.
 - We are looking at having a booth at the car show. More information will be available at the next Board meeting.
 - We are having a \$2 per child luncheon on Cinco de Mayo. Susana Lopez is providing the delicious festive food. All are welcome to attend.
- **Board Development Committee** Lois Fitzhugh
 - The Resource Manual is complete. If you have not yet picked up your copy, please do so at the next meeting.
 - The committee interviewed Tad Kitada and Grant Macomber for the Board.
- **Golf Committee** Ivor Thomas
 - Flyers and sponsor letters were reviewed. We will look at the cost of sending out these materials.
 - We are no longer able to offer the trip to Mexico as the grand prize.
 - Please bring an item for the raffle, of at least \$25 value.
- **Policy Council Report** Jo Ann Wojcik
 - Brianna Carey agreed to be the alternate liaison to the Board of Directors since Melissa Sampley has to work during evenings.
 - PC approved the WPUSD CPM, CACFP,

Child Outcomes Report, and the PIR PIP. They voted on a new Secretary and Parliamentarian. The group also agreed to change their meetings to the second Wednesday of the month.

Action Items:

- Approve New Board Member / Consultant Jo Ann Wojcik
 - **MSC / Lois Fitzhugh / Peggy Hartman to approve New Board Member Tad Kitada and Attorney Consultant Grant Macomber.**

- Categorical Program Monitoring (CPM) WPUSD Denyse Cardoza
 - **MSC/ Carole Leonesio / Janet Bianchini to approve Categorical Program Monitoring for Western Placer Unified School District.**

- Child Outcomes Report Denyse Cardoza
 - **MSC/ Lois Fitzhugh / Peggy Hartman to approve Child Outcomes Report.**

- Seat PC Liaison Alternate
 - **Tabled.**

- Annual Board Authorization
 - **MSC/ Lois Fitzhugh / Peggy Hartman to approve that the Executive Director sign organizational Program Contracts.**
 - **MSC/ Lois Fitzhugh / Janet Bianchini to approve authorization of fee based rates.**
 - **MSC/ Leigh Witzke / Lois Fitzhugh to approve agency bank signers.**

- 4th of July Festival Booth
 - **MSC/ Lois Fitzhugh / Carole Leonesio**

to approve the allocation of \$309 in seed money for the Fourth of July Festival in Lincoln as recommended by the Resource Development Committee.

- Booth Ready Coverage for the Table
 - **MSC/ Lois Fitzhugh / Peggy Hartman to approve up to \$200 for payment for the pleated skirt, table cloth, Velcro clips for an 8 foot long table for Executive and Board use at events.**

- Colfax After School Care Program
 - **MSC/ Lois Fitzhugh / Peggy Hartman to approve the discontinuation of the contract pertaining to the Colfax After School Care Program at the end of June 2008.**

- Twin Ridges Before and After School Program
 - **MSC / Lois Fitzhugh / Carole Leonesio to approve the discontinuation of the contract pertaining to the Twin Ridges Before and After School Program, until further investigation is completed.**

Old Business

- Standing Rules
 - The Standing Rules were corrected to reflect changed meeting dates. Please replace your old documents with the one provided today.

New Business

- Risk Management
 - Another outcome of the Reauthorization Bill is that Head Start is now being directed to be more active in the area of risk management.
 - We will have a conference call on June 4, 2008, 10-11:30am, with Regional Office to evaluate how the program is doing in this area. Board members are welcome to

attend, though the Board President and PC Chair are required to be present.

- Additionally, Board members are welcome to provide input on potential organizational restructuring and program design changes on May 9th, 11:30-3:30pm.

- Allstate

- Leigh Witzke announced that she was able to secure a donation from Allstate.

Adjournment @ 7:15pm

Calendar Update

Finance Committee	04/24/08	9:00AM
Program Committee	04/24/08	10:30AM
Personnel Committee Meeting	04/22/08	9:00AM
Resource Development Committee	04/16/08	11:30AM
Board Development Committee	04/17/08	9:00AM
Policy Council	05/14/08	9:00AM
Board of Directors	05/15/08	5:00PM