

**Board of Directors
Meeting Agenda
Monday, April 23rd, 2018**

- I. Call to Order**
- II. Roll Call**
- III. Approval of Agenda**
- IV. Approval of Minutes**
- V. Training – Head Start Management Systems Wheel**
- VI. Standing Agenda Items**
 - A. Reports**
 - 1. Programs
 - 2. HR
 - 3. Finance
 - 4. Facilities/Projects
 - B. Grant Applications Submissions/Awards**
 - C. Fundraising - None.**
 - D. Communications from Funding Sources/Monitoring Reviews –**
 - 1. HCAAA Review
 - 2. HS Review Dates Request
 - E. Legal Items – None.**
 - F. Resolutions – None.**
 - G. Policies – ERSEA Policy**
- VII. Old Business**
 - A. Update on Status of Expiring Leases**
- VIII. New Business**
 - A. Review/Update Tripartite Structure/Representation
 - B. Renew Board Conflict of Interest/Contract Administration/Code of Conduct/Confidentiality/Responsibilities Statements
 - C. Agency Compensation Plan
 - D. Wage Comparability Study
 - E. Next Board Meeting date is changed to 5/21/2018 due to Memorial Day on 5/28/2018
- IX. Events**
 - NJ Head Start Association Conference, Harrah's Atlantic City, 5/22/2018-5/24/2018
- X. Adjournment**
- XI. Enclosures:**
 - 1. Minutes from March 26th, 2018 Meeting
 - 2. Board Meeting Agenda for April 23rd, 2018,
 - 3. Program/HR/Fiscal/Facilities/Grants Reports
 - 4. Agency Compensation Plan
 - 5. Wage Comparability Study
 - 6. Program Calendars and Event Flyers (All Programs)

Board Meeting Minutes**April 23, 2018**

Board Members in Attendance: Florence Amato, Elizabeth Falco, Suzanne Hetman, Christiane B. Hoffman, Dr. Sara Kalambur, Kenneth O'Neill, Frank Raia, Hovie Forman, Sharon Ramphir, Carmencita Pile, Carey Brown

Board Members Absent: Michael Cohen, George Schorr

Staff: Simona Ovanezian, Jessica Palencia, Yvrose Augustin, Joselyn Estevez-Vargas

I. Call to Order: Frank Raia called the meeting to order at 6:05pm.

I. Roll Call – A quorum was in attendance.

II. Approval of Agenda for April 23, 2018: The motion to approve the agenda was made by Florence Amato and seconded by Ken O'Neill. The motion passed unanimously.

III. Approval of Minutes from March 26, 2018: The motion to approve the minutes was made by Dr. Sara Kalambur, seconded by Florence Amato.

IV. Board Training – Head Start Management Systems, presented by Joselyn Estevez-Vargas, Director of Early Childhood.

V. Standing Agenda Items:

A. Reports:

1. **Programs –** Under enrolled in all EHS programs. Pre K program has 15 slots open in Hoboken. Plainfield has all slots filled for Pre K.
2. **HR –** Dashboard Report through March 31, 2018.
3. **Finance –** Financial Statements, Grant Reports, CC Expense Statements and Loan Statements were presented to the Board.
4. **Facilities/Projects –** Report presented to board. Armory is ongoing. Scaffolding has been set up around Rue and bids have been made. Hamilton is having indoor and outdoor work done.

B. Grant Application /Awards: Report presented to the board.

C. Fundraising: None.

D. Communication from Funding Sources:

- a) HCAAA review scheduled for August has been postponed to September 5th.
- b) Head Start will be visiting sites between 10/1/2018-9/30/2019.

E. Legal Items/Policy Updates: None.

F. Resolution(s): None.

G. Policies: ERSEA – Sharon Ramphir made the motion, Hovie Forman seconded.

VI. Old Business:

A. Expiring Leases:

1. **Bilingual -** Simona Ovanezian and Frank Raia attended a meeting with the City of Plainfield. The lease will not be extended. HOPES is looking at the possibility of negotiating a month to month lease at another location. The number of classrooms will be reduced in Watchung by eliminating a floor.
2. **St. Anne's -** Simona Ovanezian has called Father Remo and has left messages for him. As per Ken, Fr. Remo returned from Italy on April 22nd. She will continue to reach out to him.

VII. New Business:

A. Tripartite Structure/Political Representation:

1. Florence Amato – Annette Chaparro
2. Carmencita Pile – Elected to PBOE
3. Ken O'Neill – Anthony Romano
4. Elizabeth Falco – Vanessa Falco
5. Suzanne Hetman – Jennifer Giattino

B. Renew Board Conflict of Interest/Contract Administration/Code of

Conduct/Confidentiality/Responsibilities Statements – All members present signed and handed in paperwork.

C. Agency Compensation Plan-Distributed and reviewed with Board.

D. Wage Comparability Study-Distributed and reviewed with Board.

VIII. Events:

- **NJHSA 2018 Conference:** Conference will take place at Harrah's in Atlantic City, May 21st-24th. Please reach out to Erica Oliveras for arrangements.
- May is Community Action Month
- Diaper Drive
- Family Game Night
- Christianne Hoffman suggested linking HOPES Facebook page to Hoboken Moms Facebook page for announcements.
- Ken O'Neill suggested an anti-bullying movie by Frank Gigante.

IX. Adjournment: Carmencita Pile made the motion and Hovie Forman seconded.

X. Enclosures:

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XI. Next Board Meeting: Monday, May 21st, 2018, 6:00 PM