

**Board of Directors Meeting
Agenda
February 27th, 2017**

- I. Call to Order**
- II. Roll Call**
- III. Approval of Agenda for February 27th, 2017**
- IV. Approval of Minutes from January 30th, 2017 meeting**
- V. Board Training: Eligibility Training Requirements for HS/EHS – Lori Reisz**
- VI. Standing Agenda Items:**
 - A. Reports:**
 - 1. Program
 - 2. Fiscal
 - 3. HR
 - 4. Facilities
 - B. Fundraising**
 - C. Monitoring Reviews/Corrective Plans**
 - D. Communications from Funding Sources**
 - E. Grant Applications/Grant Awards**
 - F. Legal Items**
 - G. Policy Updates**
 - 1. ERSEA (Eligibility, Recruitment, Selection, Enrollment and Attendance Policies)
 - H. Resolutions**
 - 1. HS Application for slot conversion in Somerset
 - 2. Dedication of Infant/Toddler Wing at Rue
- VII. Old Business:**
 - A. President/CEO Evaluation
- VIII. New Business:**
 - A. Participation in Grow New Jersey Kids
 - B. Overview of New Head Start Program Performance Standards
- IX. Events:**
 - NJHSA (New Jersey Head Start Association) Annual Development Conference
- X. Adjournment**
- XI. Enclosures:**
 - 1. Minutes from January 23rd, 2017 meeting
 - 2. Board Meeting Agenda for February 27th, 2017
 - 3. Program/Fiscal/HR/Facilities Reports
 - 4. March Calendars for Hoboken / Plainfield / Somerset
 - 5. ERSEA Policy and Procedures
 - 6. Head Start Performance Standards

Next Board Meeting: March 27th, 2017 @ 6:00p.m.

Board Meeting Minutes February 27th, 2017

Board Members in Attendance: Florence Amato, Ray Narvaez, Jr., Michael Cohen, Susan Costomiris, Elizabeth Falco, Hovie Forman, Suzanne Hetman, Christiane B. Hoffman, Dr. Sara Kalambur, Kenneth O'Neill, Carmencita Pile, Sharon Ramphir, Frank Raia, George Schorr

Board Members Absent: Carey Brown.

Staff: Ora Welch, Joselyn Estevez-Vargas, Jessica Palencia

- I. Call to Order:** Frank Raia called the meeting to order at 6:09pm.
- II. Roll Call –** A quorum was in attendance.
- III. Approval of Agenda for February 27th, 2017:** The motion to approve the agenda was made by Ray Narvaez, Jr. and seconded by Kenneth O'Neill. The motion was passed unanimously.
- IV. Approval of Minutes from January 30th, 2017:** The motion to approve the minutes was made by George Schorr, seconded by Florence Amato. The motion was passed unanimously.
- V. Board Training:** HS/EHS Eligibility Requirements Training: The training was presented to the Board by Lori Reisz, PFCE Manager. It was an overview of the best practices and all of the program performance standards that are required to operate Head Start and Early Head Start programs.
- VI. Standing Agenda Items:**
 - A. Reports:**
 1. **Program –** The 2016-17 Community Programs and Early Childhood Program Report was presented to the Board which included projected numbers to be served and to achieve outcomes by the grant's year-end. Early Childhood Program (ECP) – Special Needs Enrollment in Hoboken and Plainfield have exceeded their goal of 10%. They have 12.75% of children who identify/ recognized as having a disability. EHS attendance is low /children are sick due to inclement weather.
 2. **Fiscal –** Report was presented for all Agency Programs.
 3. **HR –** Dashboard/Report through January 31st (Format Change). HOPES' total number of Full-time positions is 279. There are 26 Part Time positions and 26 non-substitute vacancies. There are 13 New Hires, 6 Separations/5 are voluntary and 1 involuntary. Total number of positions is 305.
 4. **Facilities:**
 - a. **Annex:** Renovations are ongoing.
 - B. Fundraising:** None to report.
 - C. Monitoring Reviews:** None to report.
 - D. Communication from Funding Sources:** None to report.
 - E. Grant Applications:** None to report.
 - F. Legal Items:** None to report.
 - G. Policy Updates:** Board to Review and Approve – HS/EHS ERSEA (Eligibility, Recruitment, Selection, Enrollment and Attendance) Policy/Procedures. (*Approval of policies will be tabled until next month*).
 - H. Resolution(s):** Board acknowledge approval of:
 1. Head Start / Early Head Start / Slot conversion in Somerset
 2. Plaque in recognition of Michelle Russo / Service for Infants

Motion was made by Kenneth O'Neill and seconded by Michael Cohen.

Roll Call Vote:

Florence Amato

Susan Costomiris

Elizabeth Falco
Christiane Hoffman
Michael Cohen
Frank Raia
Dr. Sara Kalambur
Carmencita Pile

Ray Narvaez, Jr.
George Schorr
Kenneth O'Neill
Suzanne Hetman
Hovie Forman
Sharon Ramphir

Resolutions were approved.

VII. Old Business:

- A. Review President/CEO Evaluation, additional completed Evaluation Forms to be submitted by next month.

VIII. New Business:

- A. **Participation in Grow New Jersey Kids (State Quality Improvement Rating System)**
B. **Overview of New Head Start Program Performance Standards**

IX. Events:

- NJHSA(New Jersey Head Start Association) / Annual Development Conference – Atlantic City / Monday, May 22nd – Friday, May 26th, 2017

X. Adjournment: Frank Raia adjourned the meeting at 7:36p.m. Motion was made by Ray Narvaez, Jr. and seconded by Kenneth O'Neill. The motion was passed unanimously.

XI. Enclosures:

1. Minutes from January 23rd, 2017 Meeting
2. Board Meeting Agenda for February 27th, 2017
3. Program/Fiscal/HR/Facilities Reports
4. March Calendars for Hoboken/Plainfield/Somerset
5. ERSEA Policy and Procedures
6. Head Start Performance Standards

Board Meeting: Monday, March 27th, 2017 at 6:00pm