

REGION VII HEAD START ASSOCIATION

The Region VII Head Start Association promotes and supports the effectiveness of Head Start Associations and members to ensure quality services for children and families.



Region VII Head Start Association Board of Directors Meeting GoToMeeting

Tuesday, August 5, 2008

Present/Participating

Tina Cummins, NE Staff
Kay Mitchell, KS Staff
Nicole Molden, NE Parent
Kim Young-Kent, IA Director
Sue Obermiller, NE Director

Terry Wangberg, IA Friend
Linda Bleything, MO Director
Sue Fitzpatrick, MO Staff
Pat Schmidt, NE Friend
Kristin Donze, MO Parent

Others Present

April Noe, DVG, Exec. Assistant
Donna Veatch, R7HSA Exec. Director
Tom Rendon, IA HSSCO

Carolyn Stemmons, MO HSSCO
Linda Benoit, Region VII TA, ICF Intl.

Absent/Not-Participating

Amber Knapp, IA Parent
Linda Broyles, KS Director
Jim Chisham, KS Friend

Larry Little, IA Staff
Tara Goering, KS Parent
Karen Marsh, MO Friend

Roll Call and Welcome

- Kay Mitchell, R7HSA President, called the meeting to order. Members were asked to introduce themselves and share an 'up moment' from the summer.
 - ✓ Quorum Present

Hot Topic: State Training Office RFP

R7HSA hosted a conference call when the state training entity request for proposals was released. The purpose of the call was to review and discuss the proposal as well as get input from the Board of Directors, state association offices and R7HSA ex-officio members regarding the possible submission of a response to the proposal. After reviewing the requirements of the RFP, it was the consensus of the group that R7HSA would not submit a proposal to the Office of Head Start. It was noted on the call that R7HSA, the Regional Office and the TA office have a very positive working relationship with the Regional Association which benefits all entities and grantees at this time. It was also noted that the Office of Head Start has stated that with the upcoming change in the current TA system there will not be a gap in services provided to grantees. A transition process will be in place within the structure of the implementation the new system.

Partner Reports

- Regional Office: not represented
- Region VII TA: Linda Benoit, Acting Program Manager reporting
 - Management Acceleration Program (MAP) Ms. Benoit reported that a lot of TA hours have been invested into the content of this training effort which is a partnership with R7HSA. The content and planning for the fall roll out is nearing completion. It was also noted that this will be considered a pilot year for this training effort and that changes will be made as needed. However, the framework of the program will be maintained with the content changed and adapted to fit the needs of the group/class. As changes are made to current Performance Standards, it is anticipated that additional changes will be needed to update content and remain current. Ms. Benoit stated that MAP is designed to move forward regardless of how the TA system changes.

- OHS has announced the second roll-out of I Am Moving, I Am Learning for another 20 programs. The National IMIL coordinator is hosting a call next week and the TA office will know more details regarding the second roll out after the call. Introduction to IMIL is being presented as a breakout session at state conferences throughout the region. Korey Hensley, Tracy Mavis, April Sundberg, Jhumur Mukerjee, Patty Shoenhair, Clarence Small and Shari Fleshman represent Region VII as the IMIL Training Team.
- Jhumur Mukerjee recently conducted a series of PIR calls with approximately 50% of grantees participating. Feedback taken from that call has been provided to the PIR contractor who will be looking at modifications to the software/program to ensure more accurate reporting/information is being generated.
- In the area of Program Governance, it is noted that there are some changes in Reauthorization language and as a result, the TA office has received multiple requests for program governance training.

Executive Director Report (*)

- 2008 Directors Caucus registration process is open. Ann Linehan, OHS will be the guest presenter and will be speaking about changes reflected in Reauthorization.
- Ms. Veatch announced that the MAP dates have been set for November 18th-21st in Overland Park, KS. It was also noted that there have been several challenges in getting the training off the ground, however, those challenges have been met and planning is moving forward. The process of researching CEUs and college credit for this initiative continues. At this point, it looks like CEUs will be offered based on a state by state basis. The 2010 class size will be limited to 100 participants. Sue Obermiller, NE suggested that if more applications were received than slots available, grantees submitting more than one application would be allowed the opportunity to decide/have input into who attends from their program. The actual class will be limited to those with 2 years or less experience.
- Regional Conference planning is underway for 2009 with the Request for Proposals posted on the Region VII website. A few proposals have been received to date.
- Board Resource materials have been ordered. The materials will be available for review at the October meeting.
- Full financial review of the FY 07 -08 books has been completed. The 990 report has been completed and will be filed. Ms. Veatch asked for guidance from the accountant on changes in the 990 reporting requirements for 2009. At this time, Tom Ceselski, CPA that does the Region VII financial review was not concerned that Region VII Head Start Association would have any issues in adjusting to required changes in the law. Copies of the financial review will be available at the October meeting. It was also noted that the Secretary of State Annual Report which is filed in MO has been completed and submitted as per the deadline for 2008.
- The Donna Veatch Group, LLC has invoiced R7HSA for credit card usage January 1 – July 31. At the end of the year R7HSA will review the total usage for a full year and determine if R7HSA wants to consider setting up Merchant Account/credit card processing and purchasing/renting equipment. Also for consideration, is the expense for credit card processing in relationship to event registration rates (i.e. Directors Caucus \$185 registration fee, approximately \$5.55 is the cost of processing a credit card).
- Information received from State Associations in relationship to current board structures/election of officers was reviewed.
- R7HSA continues to track changes in legislation regarding 2007 Reauthorization.
- A Region VII Fact Sheet is being drafted and will be available/ready for R7HSA reps when they conduct Hill visits in DC this fall.
- The NHTSA annual assessment fee was paid upon receipt of the invoice. It was noted that the fee went from \$500.00 a year to \$600.00 per year. Regions must pay the yearly assessment to be eligible to submit awards and NHTSA Board representation.
- The IIP Grant: Fathers for Life grant proposal was submitted to the Office of Head Start. Announcements regarding the grant awards will be released later in the fall.
- Ms. Veatch reported that she is participating on the NHTSA Executive Director search Committee as a ED representative. Several committee calls have been conducted to date as NHTSA moves forward with the process of hiring an Executive Director/CEO.
- Currently in attendance at the Head Start State and Regional Executive Director Consortium in St. Louis.
- At the invitation of the Regional Office, Ms. Veatch attended SOLAR Training in June.

Partner Reports

- State Association and Head Start State Collaboration Office Reports

Due to time constraints, all reports were requested in written format for distribution.

Iowa Head Start *

- IHSA is currently interviewing for the Executive Director position.
- The IHSA annual meeting will be held in Johnston, IA on Oct 9th. Sheila Hansen will be the opening keynote presenter for that event.
- IA HSSCO – continuing with year 2 of Positive Behavior Support (PBS) 17 of 18 programs will have completed PBS training.
- The new state roster of schools being awarded state preschool program dollars has been announced.

Kansas Head Start *

- KS HSSCO – recently advertised for the Collaboration Office position and scheduled interviews. However, there is a challenge with filing the position as some of the new responsibilities given to that position are subject to a state hiring freeze.

Missouri Head Start *

- MHS – is represented on the MO Panel on School Readiness. This body will provide suggestions regarding what Pre-Kindergarten should look like in MO to the Coordinating Board for Early Childhood. It is the intent that the information shared will guide legislation in the state.
- MO HSSCO – MO recently selected as one of the ten states to receive a Special Quest grant continues work through the SQ state leadership team. The next meeting is scheduled for Aug 18th and will be used to develop a work plan for the next two years.
- The Collaboration Office is working with the MO Head Start Association in the development of a needs assessment which will be rolled out as an in-depth survey to MO grantees. Information gained from the survey will be reviewed by a researcher contracted through UMKC and will guide the drafting of the MHSSCO strategic plan. Roll-out of the strategic plan is targeted for February 2009.

Nebraska Head Start *

- NeHSA – Annual Strategic Planning Session was held in July.
- A Legislative Forum is scheduled for October 8th
- Working with ECM on a nationwide effort on September 16th initiative. This effort will provide PAT services for 0-3 in Sept for additional home visiting across the state.
- The NeHSA Annual conference will be held Nov 6 & 7 in Grand Island, NE.
- Eleven school districts were awarded early childhood endowment grants totaling two million dollars.
- NE continues to work towards E-Rate eligibility for HS/EHS programs.

NHSA Representative Report: Summer Board Meeting Update

- Special thanks to Sue Obermiller, NE for exceptional work on the NHSA By-Laws committee throughout this past year.
- June 27th Board Meeting – 27 participants attended the conference call meeting which lasted approximately four hours.
 - Governance & By-Laws committee report (See NHSA Resolutions attached)
 - Executive Director Position
 - Contract with a national search firm
 - Target: have someone on board January 2009
 - Several issues required a roll call vote
 - Approved membership dues structure & benefits

Business Meeting

The Business meeting called to order by Kay Mitchell, KS, President at 3:15 pm. No changes/additions to the agenda were heard. *Kristin Donze moved, Kim Young-Kent second to approve agenda as submitted. Motion carried.*

Approval of Minutes:

Hearing no changes to the minutes of the May 2008 meeting, Terry Wangberg, IA moved, Nicole Molden, NE second to approve minutes as submitted. Motion carried.

Financial Report

- FY 07–08 Profit/Loss & FY 08-09 Budget was emailed to Board Members while on the call for review and input. (Excel & PDF files)
- Current accounts receivable is \$2,175.00. Letters will be generated to two programs that have outstanding Directors Caucus invoices from 2007 event.
- R7HSA financials are “transparent” in that financial records are kept online via QuickBooks where treasurer and president have 24/7 access to review reports.
- *Sue Obermiller, NE moved, Kristin Donze, MO second to approve the financial report as submitted, Motion carried.*

Unfinished Business

- State Association By-Law Matrix was reviewed & completed.

Committee Reports (*)

Professional Development

- Meeting will be scheduled this month

Executive Committee

- Met via a GoToMeeting and reviewed the agenda for the upcoming October meeting. State Association Board presidents have a standing invitation to attend the October meeting and share state strategic plans. State Association presidents will be invited to join the Board for lunch. 1:30 pm on September 5th is the next scheduled Executive Committee meeting.

Partnership Committee

- Parent Award (Beating the Odds & Parent of the Year) Score sheets and awards nominations will be sent out via email and scored via GoToMeeting on Thursday, September 18 at 3:00 PM Central at <https://www1.gotomeeting.com/join/511505867>; Conference Call: (517) 595-0005, access code 511-505-867; Meeting ID: 511-505-867. It was recommended that one representative from each state review the nominations. Sue Obermiller, Ne, Kay Mitchell, KS, Kristin Donze, MO and Kim Young-Kent, IA will represent their state for this process.
- Deadline for remaining awards to be submitted to R7HSA is December 1, 2008
- Remaining 25 awards will need to be scored early December. A system will be put together for the review/scoring of the remaining awards. The executive committee instructed Ms. Veatch to put together a committee of competent people to review the award nominations. These individuals do not have to be R7HSA Board members. Ms. Veatch will recruit a team of 4-6 individuals to review the awards after the deadline for submission. Kristin Donze, MO and Linda Benoit/TA offered to be part of that team.

Advocacy Committee

- Meeting will be scheduled this month

New Business

NHSA REP	Member	Elected as Rep	End of Rep Term
Director	Sue Obermiller	1/2007	12/31/2008
Friend	Donna Veatch	3/2008 appointed	12/31/2008
Parent	Kristin Donze	Fall 2007 appointed	12/31/2008
Staff	Kay Mitchell	1/2007	12/31/2008

- Reviewed Region VII Bylaws regarding NHSA representatives.
- *Sue Obermiller, NE moved, Kim Young-Kent, IA second for existing NHSA Representatives from the Region VII Board to continue to represent Region VII on the NHSA Board until July 1, 2009. Motion carried.* Regional Association will need to generate a letter to State Associations regarding the change and rationale for the change at this time. The decision of the Regional Board does not supplant in any way the decision of the state associations in relationship to representatives they choose at the state level to support to the Regional Board.
- Executive Director evaluation process was presented by Kim Young-Kent, IA to include a self-evaluation, points system, and performance-based increase in compensation. *Kim Young-Kent, IA moved to adopt/incorporate the proposed evaluation process for the ED contract; second by Sue Obermiller, NE. Motion carried.*
- FY 08-09 Budget was presented to the Board by Kim Young-Kent, IA, Treasurer. *Kim Young-Kent, IA moved to approve the budget as presented. Second by Kristin Donze. MO. Motion Carried.*
- R7HSA report to NHSA (on-going)
 - Awards & Scholarships should not be an additional fee to attend. Asking NHSA to review/re-think the current NHSA award recognition process in an effort to enable more people to attend this event. Send letter to Michael McGrady; cc Ron Herndon & NHSA Executive Committee and encourage a change. The letter should reference the Region VII Head Start Association award recognition and number of conference participants who attend that event.
 - Region VIIHSA encourages continued communication from NHSA regarding what is happening at the national level regarding the Executive Director position and other issues.
 - Strong encouragement to NHSA to consider a GoToMeeting format for non face-to-face meetings versus conference calls only. It was also noted that NHSA did recently change the number of NHSA Board Meetings so that 3 of the 6 will be via conference call/web-based meeting and 3 will be face-to-face.

Meeting adjourned by Kay Mitchell at 4:06 pm

* denotes written report on file

Revised 10-16-2008

**RESOLUTION OF
THE BOARD OF DIRECTORS OF
THE NATIONAL HEAD START ASSOCIATION (“NHSA”)**

WHEREAS, NHSA has been without a permanent Executive Director since December of 2007;

WHEREAS, the selection of a permanent Executive Director is one of the most important responsibilities of the Board of Directors as provided for in Article VI, Section 7(6) of the NHSA bylaws;

WHEREAS, the Board desires to begin a careful and systematic search for a permanent Executive Director;

WHEREAS, the Board believes that appointment of a special committee (the “*ad hoc* Executive Director Search Committee”) composed of Board members exclusively is an important first step in conducting a search for an Executive Director; and,

WHEREAS, the Board also believe that this Committee could benefit from the assistance of the “Blue Ribbon Panel” that provided its report to the Board on NHSA governance in 2007;

NOW, THEREFORE, BE IT RESOLVED that at the June 27, 2008 meeting of the Board of Directors of the National Head Start Association, where a quorum of directors as defined by § 29-301.17 of the District of Columbia Nonprofit Corporation Act was present, a majority of the Directors present voted to:

I. Create the *ad hoc* Executive Director Search Committee with Janis Santos serving as Chair and with the other members of the Committee consisting of all of the members of the NHSA Executive Committee;

II. Request the members of the Blue Ribbon Panel convene a meeting or meetings to draft and provide to the *ad hoc* Executive Director Search Committee a statement of qualifications and position description for the Executive Director position and to provide advice on any other subjects as requested by the *ad hoc* Executive Director Search Committee;

III. Empower the *ad hoc* Executive Director Search Committee to immediately begin a search for a new Executive Director with a goal of recommending an individual to the Board for the position prior to October 31, 2008;

IV. Authorize the *ad hoc* Executive Director Search Committee to place advertisements, select and employ a search firm or use other resources to conduct its search provided that the funds for such activities are in the approved 2008-09 NHSA budget.

V. Nothing in this resolution is intended to modify or change the Board's authority to make the final decision on the selection of an Executive Director.

Date: _____ Signature: _____

Title: _____

Date: _____ Signature: _____

Title: _____

**RESOLUTION OF
THE BOARD OF DIRECTORS OF
THE NATIONAL HEAD START ASSOCIATION (“NHS A”)**

WHEREAS, having received the report of the Governance and Nominating Committee concerning proposed changes to the current NHS A bylaws;

WHEREAS, having received notice of those proposed changes at least 15 days in advance of the Board’s June 27, 2008 meeting; and,

WHEREAS, having determined that the changes to the NHS A bylaws provided for in this Resolution will increase stability in Board membership which, in turn, will increase Board oversight of NHS A operations as well as impose term limits on Board officer positions in order to encourage Board members to assume leadership roles on the Board;

NOW, THEREFORE, BE IT RESOLVED that at the June 27, 2008 meeting of the Board of Directors of the National Head Start Association, where a quorum of directors as defined by § 29-301.17 of the District of Columbia Nonprofit Corporation Act was present, a majority of the Directors present voted to:

I. Delete the language in Art. VI, Sect. 2 in its entirety and substitute the following:

Directors shall be elected by members of the corporation in each of the twelve (12) Regional Head Start Associations to serve a term of office as provided for in Section 3 of this Article. Each Regional Head Start Association shall choose four (4) directors, one of each class of membership of Classes A, B, C, and D in the corporation. Qualification for office shall be determined as of the first day of taking office as a director and an individual shall remain qualified throughout his or her term of office. Notwithstanding the foregoing, each Regional Head Start Association must remain in good standing with the corporation in order for its representative directors to serve on the Board. Directors representing Regional Head Start Associations which are not in good standing shall be removed from the Board without need for further action of the Board.

II. Delete the language in Art. VI, Sect. 3 in its entirety and substitute the following:

Each director so elected shall hold office for a period of two years starting on July 1 of the calendar year ending in an odd number and serving until his/her successor is elected and qualified, or until such time as he/she is removed as provided in this Article.

III. Amend Art. IX, Sect. 2 to delete the word "other" in the first sentence between the words "all" and "officers" and insert the word "elected" in its place.

IV. Amend Art. IX, Sect. 4, "Vacancies," to insert at the end of the last sentence before the period the following, **"such term will not count for purposes of determining a limitation on serving in office as provided for in Section 5 below."**

V. Delete Art. IX, Sect. 5 in its entirety and substitute the following:

Section 5: Limitation of Term

No member of the Board of Directors may serve more than two consecutive terms in any single office and no member of the Board of Directors may serve more than four consecutive terms in any office of the corporation. Only terms of office starting on or after July 1, 2009 shall be counted in determining whether a member is prohibited from running for a Board office as provided for herein.

Date: _____ Signature: _____

Title: _____

Date: _____ Signature: _____

Title: _____