*All New Haven children, birth through 8 are healthy, safe, thriving in nurturing families*

 *and prepared to be successful lifelong learners.*

Operations Committee Meeting

September 25, 2015

Time: 1:00 to 3:00

United Way of Greater New Haven

Attendance: Jennifer Heath, Denise Duclos, Sarah Fabish, Eliza Halsey, Dr. Tina Mannarino, Yoo Jin Chang

1. Director position –
	* Description of the position gained overall approval from the committee.
		+ Edits to be made: To write out “40 Hours for 12 months”, and add Jennifer’s contact information for questions applicants might have
		+ United Way is willing to house the Director
	* Posting, Interviewing and Hiring
		+ The job will be posted starting from the week of September 28th
		+ Resumes will be sent to Yoo Jin by October 23rd
		+ Committee will assemble to review resumes and select candidates for interviews. (Jennifer, Sarah, Jayne, Eliza, Tina, & others – but no more than 10 [Let the Operations committee know by October 16th])
		+ In-person interviews with candidates will start the week of October 26th
		+ Plans to hire a Director by mid-November
			- Committee agreed to ask Gail to work 10-15 hours in November to help with the transition with the new Director
2. City Transformation Plan Update
	* Workgroup leader meeting – September 28th
		+ Jennifer, Tina, and Eliza will be attending 🡪They will be emailing feedback to Jim
		+ The Quality Committee will take on “Workforce Development” in regards to teacher credentials, it is of high priority.
	* UPK Social Impact Bond – data gathering effort
		+ Need to apply for funding for a Feasibility Study
		+ Janice is working on the data
3. Committee Chair Selection Process
	* Jennifer will announce that there is an opening for Quality Committee Co-Chair at the October Council meeting and explain the requirements/expectations. People can indicate their interest.
	* If there is more than one person who is interested, the Quality Committee will vote.
4. October Council Agenda
	* Draft – Approved
	* SR Policy – There was discussion to reword the language and highlight that it would be a 1 year trial. While it would be a 1 year trial, the usage and frequency of this policy would be tracked and documented for deciding to continue this policy.