**Klamath Family Head Start Grantee Board**

**Thursday, January 18th, 2024**

**1940 South Sixth Street**

**1:00 P.M.**

**Grantee Board Members Present:** Brenda Jensen, Vickie High, Tara Bryson, Lisa Swartz.

**Policy Council Members Present:** None

**Staff Present:** Jessica McAuliffe, Sylvia Cox, Kelli Carpenter, Gary Lueker, Sunni Anderson, Mollie Miller, Shalom Rorabaugh, LeeAnne Tidwell, Aerial Hefington, Jennifer Fox, and Stephanie Potter.

**Brenda Jensen called the meeting to order at 1:04 pm.**

**Item #3**

**Additions to/Acceptance of Agenda:** No changes to be made to agenda. Tara motioned to approve the agenda as written, Lisa seconded, and the motion carried.

**Consent Agenda**

**Item #4**

**Approval of Minutes from November:**  No changes to be made to minutes. Vicki motioned to approve the November minutes as written, Lisa seconded, and the motion carried.

**Item #5**

**Fiscal Report:** On the federal side we should be at 33% spent and we are right at 33%. We are underspent on the State side at 37%. Preschool Promise is at 34% spent. We are in the hole for CACFP, but that money evens out throughout the year. Lisa motioned to approve the financial report, Tara seconded, and the motion carried.

Gary explained to the board that we are paying out a lot of fees for our current retirement plan. Gary will schedule a presentation for the board and reach out to other agencies for quotes.

**Item #6**

**Director’s Report:**

See Report

Sylvia shared a thank you card from Lakeview staff, thanking the board for their approval of providing pay to employees for the winter break.

**Non-Action Agenda:**

**ERSEA** – See Report

**Disabilities –** See Report

**Education** – Stephanie handed out a class observation chart. The chart shows we are below the national average in Behavior Management, Productivity, Instructional Learning Formats and Classroom Organization. This is partly due to teachers not having the tools to manage behaviors. More conscious discipline training will be provided to staff. Changes in staffing have also affected the children and classrooms.

Brenda suggested getting in touch with ECI and Klamath County School District to see about getting a speech pathologist to come in and provide training to staff and parents on learning to develop speech skills. Stephanie will investigate this.

**Health & Nutrition** – See Report

**EHS** – There is a 0-3 conference on the west coast this summer and hopefully 1 staff member from each EHS classroom will be able to attend. EHS teachers will attend cognitive literacy training and learn age-appropriate activities for EHS classrooms.

**Lakeview Site**- See Report

**Mental Health** – Will be starting another conscious discipline training series in February.

There are 51 children on behavior plans. Have been helping teachers and managers have conversations about behaviors.

The Les Schwab toy drive was a huge success raising over $17,000 to buy gifts for students. They plan to do this event every year. They are looking into a golf tournament in August to seek more funding.

**T&C** – There are several new hires, spending a lot of time getting them trained and settled into their classrooms.

**Merrill & Bonanza –** Just hired one of the parents for the cook position in Bonanza. Both sites are fully staffed and had a successful Winterfest.

**Main Site**- Almost fully staffed.

**Systems Administrator** – All but 1 camera is working at T&C. Cameras are on the way for Bonanza. Main site doesn’t have enough phones, so those have been ordered.

**Hiring Report** – See Report.

**Pest Management**- no report.

Melinda told the board about a community member approaching her about a building for sale in Klamath Falls that may suit Head Start’s needs for a bigger facility. The building would be big enough for Head Start expansion. There are repairs that would need to take place and the electrical would need updated.

If we chose to pursue this building it would be under lease with the option to purchase. We would need to hire an Architect and contractors at $40,000 - $50,000 with no guarantee that the owners of the building would wait for us to receive our grant in the 1st quarter of 2025. If someone else purchased the building, we would just be out the money that was spent on the plans specific to that building.

After discussion of a modular option, the board agreed that we will not pursue the building mentioned above. Instead, it was suggested to contact 3 realtors and have them look for a piece of land that we can build on.

**Public Comment Period**: None.

**Action Agenda**

**Item #1**

Approval of Early Head Start Transition Policy Changes – Tabled

**Item#2**

Approval of Transition Form Changes – Tabled

**Item #3**

FA 2 Training: This item is a non-action agenda item. Sylvia let the board know that there will be a Focus Area 2 Review coming soon, but there is no date yet.

**Item #4**

Self-Assessment: approval of our self-assessment is required every year. The board received a handout showing the Self-Assessment Committees. Some board members agreed to be on committees. Vicki motioned to approve the self-assessment process, Tara seconded, and the motion carried. Melinda will send out a reminder email to all board members as time gets closer.

**Item #5**

Spring break pay for employees**:** Sylvia asked the board for approval to pay employees full wages during spring break. Vicki motioned to approve employee pay for spring break, Lisa seconded, and that motion carried.

**Adjourned** 2:35 pm

Name: \_\_\_Brenda Jensen, Board Chair\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_