**Klamath Family Head Start Grantee Board**

**Thursday, March 21st, 2024**

**1940 South Sixth Street**

**1:00 P.M.**

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

**Policy Council Members Present:** PC Rep. Christina Marler.

**Staff Present:** Jessica McAuliffe, Kelli Carpenter, Gary Lueker, Mollie Miller, LeeAnne Tidwell, Aerial Hefington, Jennifer Fox, and Stephanie Potter, Katrina Solis, Jordan Linney, Melinda Gomez, Ben Butler, Sunni Anderson, and Jennifer Singleton

**Brenda Jensen called the meeting to order at 12:48 pm.**

**Item #3**

**Additions to/Acceptance of Agenda:** Changes to agenda include Item #8 Policy #106 – Child Abuse Reporting was tabled. Lisa motioned to accept the agenda with change, Tara seconded, and the motion carried.

**Consent Agenda**

**Item #4**

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

**Item #5**

**Fiscal Report:** Gary Lueker reviewed the finance report. The federal side should be 50% spent and we are at 0% underspent. On the state side we are 13 % underspent. Preschool Promise in Lakeview is 47% spent. CACFP is overspent. Lisa motioned to approve the fiscal report, Vicki seconded, and the motion carried.

**Item #6**

**Director’s Report:**

See Report

**Non-Action Agenda:**

**ERSEA** – See Report

**Disabilities –** See Report

**Education** – See Report

**Health & Nutrition** – See Report

**EHS** – See Report

**Lakeview Site**- See Report

**Mental Health** – Cornelea is out of town.

**T&C** – Some out on maternity leave, lots of staffing changes. Starting to plant in the garden beds.

**Merrill & Bonanza –** Getting ready to plant seeds, plans to get dirt next week. Conferences are getting done.

**Main Site**- Lots of staffing changes, working hard at keeping classes staffed. Kids have went on 2 field trips. One to the museum and one to the post office.

**Systems Administrator** – Voice doorbells are here and at T&C. Rebuilt the network to add more phones. Redoing cameras at Lakeview/Main after construction.

**Hiring Report** – See Report.

**Pest Management**- no report.

**Public Comment Period**: **1:30PM**

None

**Action Agenda**

**Item #1**

**Organizational Chart**

Added new approved positions. Lisa motioned to approve the updated organizational chart, Vicki seconded, and the motion carried.

**Item#2**

**Program Design**

Tara motioned to approve the program design as presented, Lisa seconded, and the motion carried.

**Item #3**

**Wage Scale**

Lisa motioned to approve the wage scale, Tara seconded, and the motion carried.

**Item #4**

**Line-Item Budget**

Vicki motioned to approve the line-item budget, Tara seconded, and the motion carried.

**Item #5**

**Approval to submit State, Federal, and Preschool Promise Grants**

Lisa motioned to approve the submission of the grants, Vicki seconded, and the motion carried.

**Item #6**

**Vision, Mission, Values**

Vicki motioned to approve our Vison, Mission, Values Statement, Lisa seconded, and the motion carried.

**Item #7**

**Self-Assessment Summary and Plan**

Tara motioned to approve the self-assessment and plan, Lisa seconded, and the motion carried.

**Item #8**

**Policy #106-Child Abuse Reporting**

Changes were highlighted in yellow. Lisa motioned to approve the changes to policy #106, Vicki seconded, and the motion carried.

**Item #9**

**Policy #132-8-Video Surveillance and Monitoring**

Changes were highlighted in yellow. Lisa motioned to approve the changed to policy, Tara seconded the motion carried.

**Item #10**

**Policy #307-Paid/Sick Leave**

Vicki motioned to approve the buy back of sick leave change to the policy, Lisa seconded, and the motion carried.

**Item #11**

**Policy #426-Duration Classroom Rest Time**

This policy ensures we are not making the children sleep during rest time. Vicki motioned to approve the policy, Lisa seconded, and the motion carried.

**Item #12**

**Policy#104-Incident/Accident Report**

Vicki motioned to approve the changes, Lisa seconded, and the motion carried.

**Item #13**

**Policy #608- Parent/Community/Staff Complaint Procedure**

Lisa motioned to approve the changes to policy, Tara seconded, and the motion carried.

**Item #14**

**Policy #4005 – Pacifier Use**

Lisa motioned to approve the policy, Vicki seconded, and the motion carried.

**Item #15**

**2024-2025 Eligibility Priority Criteria**

Changed form to meet our program needs. Vicki motioned to approve changes to form, Tara seconded, and the motion carried.

**Adjourned** 1:50 pm

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

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