

Klamath Family Head Start Grantee Board
Thursday, March 31st, 2022
1940 South Sixth Street
5:00 P.M.

Grantee Board Members Present: Brenda Jensen, Jason Roach, Vickie High, Brad Aspell, Princess Osita-Oleribe, Lisa Swartz

Staff Present: B. Butler, S. Cox, J. McAuliffe, J. Hosack, M. Miller, C. Coffman, J. Singleton, J. Fox, L. Tidwell

Brenda Jensen called the meeting to order at 5:17 pm.

Item #3

Additions to/Acceptance of Agenda: Proposed addition of Dress Code policy, Masking policy, and Board Meeting time/date change to the agenda. Lisa moved to approve changes to the agenda, Princess seconded the motion. Agenda passed.

Consent Agenda

Item #4

Approval of Minutes from February: No changes to be made to minutes. Brad moved to accept February minutes; Lisa seconded motion. February minutes passed.

Item #5

Fiscal Report: G.Lueker explained that the Federal funds go from September 1 to August 31. We should be at 50% spent, we are currently at 45% spent. State funds go from July 1 to June 30. We should be at 67% spent, we are 54% spent. Preschool Promise is strictly state funded, and they are 62% spent. Head Starts USDA-CACFP reimbursement projection is 170,000.00, we have received 94% of that year to date. Vickie moved to accept the financial report, Jason seconded, motion carried.

Item #6

Director's Report: We held Budget and Planning in March, each program area was represented by staff, Board and Policy Council members also attended. We will present Budget and Planning decisions to staff at our April All-Staff meeting. Directors will be attending the upcoming Director's meeting in Wilsonville and State meeting on the Coast with staff and PC parents in attendance. March 11th we had a bowling event for staff at Hanscam's and had it catered by a Taco truck.

We had a meeting with the property manager of the Town and Country site lease to explain how funding works and he will relay the info to the building owner regarding our lease options. The site is cheap for a lease, but still expensive comparatively to owning.

Public Comment Period: none

Action Agenda

We shared our self-assessment and survey data that were used in our decision-making process for next year's planning—including the plan for duration staff to have more Fridays available for training and work days.

Item #1

Program Design:

For next year's program design we are proposing 7 hours Monday through Thursday and 4 hours Friday for duration classes, combining part and full day at sites to help with coverage. Duration staff need more workdays and we have seen a trend of lower attendance of children on Fridays, so we planned accordingly. Main site will have duration, part day, and EHS classes. Bonanza is trying to expand EHS—looking for facilities. Merrill will stay the same. Lakeview has one each of Duration, Preschool Promise, and EHS classrooms. Town and Country site will have 2 Preschool Promise classrooms- keeping 4 full-day, adding 2 part-day back-to-back, as well as EHS expansion. We don't know how much funding we are getting for sure yet, so we planned for what we asked for, that way we reduce accordingly if we don't get the amount expected. Lots of demand for duration classes shown in current parent requests and waitlist. Jason moved to accept the 2022-2023 school year program design, Vickie seconded, motion carried.

Item # 2

Organizational Chart:

Reviewed flow of organizational chart. We are proposing two managers at Town and Country next year. We will also have our Resource Assistant assigned there along with a Float and 2 Advocates. Lisa moves to approve the 22-23 Organizational Chart, Brad seconds, motion carried.

Item #3

Line Item Budget:

G. Lueker broke down what the proposed budget will look like for Preschool Promise and Head Start next school year.

- Account Code
- Account Title
- Proposed Budget for 2022-2023
- Current 2021-2022 Budget
- Year To Date Expenses
- Actual Amount Spent Prior Year (2021-2022)

Head Start/ Early Head Start –Brad moved, moved to approve the Head Start/ Early Head Start budget for 2022-2023 as printed and presented, Jason seconded, motion carried.

Preschool Promise – Not as expensive since a portion of Head Start staff support and there are no transportation costs. Princess moved to approve the Preschool Promise budget for 2022-2023 as printed and presented, Jason seconded, motion carried.

Item #4

Wage Scale- We increased Employability Specialist wages to be consistent with the other specialists, increased Cook to Aide 1 wage since they are both entry level, increased Bus Drivers

to be more comparable to public schools, including proposed 2% COLA for all. Vickie moved to approve the 22-23 Wage Scale as proposed, Lisa seconded, motion carried.

Item# 5

Approval to send State, Federal, and Preschool Promise Grant- Asking for permission to apply for Continuation grants. Vickie moved to approve that we apply for all upcoming grants to prepare for the 22-23 school year, Brad seconded, motion carried.

Item #6

Vision, Mission, Values- No changes to Vision, Mission, Values. Brad moved to approve Vision, Mission, Values, Lisa seconded, motion carried.

Item #7

Masking Policy- The Feds are working on making changes to the Head Start Performance Standards regarding masking, but it will take months. They informed us that if we got documentation of masking guidance from local Public Health, State Licensure, and local school districts, we can make our own policy on masking. Jessica did the research and documentation collection and created a policy that combines and supersedes all of our previous masking policies allowing masks to be optional for children, volunteers, and staff. New guidance also states that we don't need to quarantine if exposed, only if we have symptoms or are positive for COVID-19. HSPS rule will not be monitored or penalized for masking. Vickie moved to approve this Masking Policy, Brad seconded, motion carried.

Item #8

Dress Code- The change allows for open toed shoes with heel strap for all but kitchen staff. Lisa moved to approve the updated Dress Code Policy, Jason seconded, motion carried.

Item #9

Corporate Dinner- We have a connection with Yesterday's Plaza for May 20th, 35\$ per plate, no building fee, with bar available. We welcome fun award ideas. Again this year, we will have the board and policy council joint meeting before the dinner and will have elections for following year. There will not be class that day so that staff have time to wrap things up for the year before the dinner. Brad moved to approve the use of Corporate CD funds to pay for the dinner, Vickie seconded, motion carried.

Item #10

Board meeting time and date change proposal: We are proposing to move the board meeting time earlier. Everybody think about it. Tabling this until May. We will move the date for the April meeting to 21st so that Brenda can attend.

Vickie moved that we reorder the meetings so that the Non-Action Agenda comes before the Action Agenda. Brad seconds, motion passed.

Non-Action Agenda

Item # 1 Monthly Reports

ERSEA: Fully enrolled except Lakeview, started taking apps for next year, looking good for expansion. See report.

Disabilities: At 12%, sent out 2 referrals for speech.

Education: Education manager assisting at Town and Country to provide support. Coaches are now able to get the training they need and do their jobs as intended.

Health/Nutrition: Following up on vision and hearing screenings for 45 day requirements. Concentrating on Health piece updates. ED and Health Advisory next Friday.

EHS: Fully enrolled, huge waitlist, transitioned lots of children to Head Start.

FACE: Supporting in Merrill and Bonanza covering for lots of staff. Starting on transition bags for end of year. We will split up the Family and Community Engagement component among sites and have site managers oversee the component for their site.

Lakeview: Will be transitioning with new Manager, Stephanie Appel. Reejen will be here through June and is training Stephanie until then. Lakeview site building from community block grant is now ours.

Mental Health: See report.

Classroom Managers: We are now able to hold in-person parent meetings, are now planning a family night in April, and we got permission for a petting zoo.

IT: Most of the alarm system here, phone system coming soon.

Hiring Report: Hired 3 aids this month. Two are brand new with experience raising their own children. There are several more in the hiring process.

Adjourned 7:21 pm

Name: Brenda Jensen, Board Chair Date: _____

Signature: _____