**Klamath Family Head Start Grantee Board**

**Friday, May 20th, 2022**

**1940 South Sixth Street**

**4:30 P.M.**

**Grantee Board Members Present:** Brenda Jensen, Vickie High,

 Princess Osita-Oleribe, Tara Holmes, Lisa Swartz

**Staff Present:** Benjamin Butler, Sylvia Cox, Jessica McAuliffe, Jordan Hosack, Mollie Miller, Jennifer Singleton, Jennifer Fox, Melinda Gomez, Reejen Cooper, Stephanie Potter, Stephanie Appel, Jennifer Brancacio, Katrina Solis, Aerial Coffman, Sunni Anderson, Cornelea Coffman, Noemi Ibarra, LeeAnne Tidwell

**Brenda Jensen called the meeting to order at 4:41 pm.**

**Item #3**

**Additions to/Acceptance of Agenda:** No additions to the agenda. Vicki motioned to approve the agenda, Lisa seconded, and agenda passed.

**Consent Agenda**

**Item #4**

**Approval of Minutes from March:**  No changes to be made to minutes. Lisa moved to accept April minutes, Tara seconded motion. April minutes passed.

**Item #5**

**Fiscal Report:** Gary Lueker explained that we are 3% underspent on the federal side, 11% underspent on the state side. CACFP is overspent and we will take from the state side to cover that. The audit is complete and there were no findings. Tara moved to accept the financial report, Vicki seconded, motion carried.

**Item #6**

**Director’s Report:** Busy with in person trainings, went to director’s meeting and was a positive experience. We are patiently waiting for the State Document saying that we have our expansion grant, it should be here next week.

We are scrambling to find a building for the Bonanza expansion. We have talked to the High School principal and the superintendent who both want us there, however, we are not on the agenda for May. There is an old FFA modular that could work, but we don’t want to push too much. The community is interested, we already have applications.

We will be sharing the retention gift with staff tonight at the dinner and gifts to those staff members leaving us.

We have added Juneteenth to our holidays.

**Non-Action Agenda:**

**ERSEA** – Have been wrapping up documentation and data for the school year. We have placed all returning children for next year. Monday’

**Disabilities** – Ended the year with 13% being served. Jessica shared a success that we will have a 3rd bus driver to sub. Sara Fish is working on getting her CDL through the summer.

**Education** – See Education Report.

**Health/Nutrition** – See Report.

**EHS** – Our building is starting to fill up with boxes as all the expansion furniture and classroom supplies come in.

**FACE** – They have split up their responsibilities. Kelli has stated taking over and is doing well as she knows the community.

**Lakeview** – It’s been quiet which is nice because it’s been a hard 2 years. Stephanie Appel will be taking over as Lakeview Site Manager.

**Mental Health** – We were able to have an intern from OIT and she successfully completed the program. She will be a new Assistant Teacher next year. Cornelea has been coordinating care with Lutheran Community Services nursery and working close with lakeview. A success was mention; with virtual parenting she was able to help a parent potty train their child.

**T&C** – All duration and EHS classes have been struggling with staffing shortages but a success at T&C is that all the staff pull together and show teamwork in getting everything done. Cornelea has been working with a parent on her parenting skills and she is responding well.

Some staff have started college to obtain their degree and working on their CDA to move up at Head Start.

**Classroom Manager –** Jen F.: We had a successful Family Fun Night. There were a lot of positive comments from attendees. Families were able to learn about community resources. The last week of school the coaches set up field days that were fun for the kids.

Jen S.: We got the Cinco de Mayo dancers to visit T&C site, and Native American dancers to visit the main site. This was a positive experience for the kids, they were engaged and loved dancing with them.

**Systems Administrator** – The alarm is working now. We have 20 more computers for a total of 42. We are working on replacing all the tablets.

**Hiring Report** – We have 7 applicants in the hiring process for next year. We will do orientation before pre-service so they can get all their training completed by next year.

We are getting a new training software program. Most staff are planning to return next year. Our transitioning is working, our staff are thriving. We were able to make changes through ideas suggested on the staff survey.

**Public Comment Period**: none

**Action Agenda**

**Item #1**

**Video Surveillance Policy:**

No quorum, Policies will be sent out via email for approval.

**Item #2**

**Leave Policy:**

No quorum, Policies will be sent out via email for approval.

**Adjourned** 5:27 pm

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

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