**Klamath Family Head Start Grantee Board**

**Thursday, October 26th, 2023**

**1940 South Sixth Street**

**5:00 P.M.**

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

Joanne Skinner, Brad Aspell, Dena Haudenshild

**Policy Council Members Present:** Christina

**Staff Present:** Benjamin Butler, Sylvia Cox, Jessica McAuliffe, Mollie Miller, Jennifer Singleton, Jennifer Fox, Sunni Anderson, Gary Lueker, LeeAnne Tidwell, Shalom Rorabaugh

**Brenda Jensen called the meeting to order at 5:08 pm.**

**Item #3**

**Additions to/Acceptance of Agenda:** Changes to agenda include combining numbers 1 & 2, Table number 5 and add Standard of Conduct/Code of Ethics. Tara motioned to approve the agenda with changes, Vicki seconded. Motion passed.

**Consent Agenda**

**Item #4**

**Approval of Minutes from September:**  No changes to be made to minutes. Brad moved to accept September minutes; Tara seconded motion. September minutes passed.

**Item #5**

**Fiscal Report:** On the federal side we should be at 8% spent and we are at 6%, so we are underspent. We are underspent on the State side as well at 13%. Preschool Promise is at 25% spent. Covid money went away, so no dollars there anymore.

**Item #6**

**Director’s Report:**

See Report

**Non-Action Agenda:**

**ERSEA** – See Report

**Education** – Stephanie will be presenting a mini training on Friday where she will go over circle times, transitions and resting.

**EHS** – See Report

**Lakeview site-** See Report

**Mental Health** – Currently taking an observation class to become classroom observers. More assistance has been needed already this school year as we are seeing more challenging behaviors in the classroom.

Conscious Discipline training nights are small but consistent. The parents are engaging and bonding and opening up about situations at home. Starting to plan on providing that training in Lakeview.

**T&C** – See Report. They have a new play structure, and it is a hit with the kids and staff alike.

**Merrill & Bonanza –** See Report.

**Main Site**- Kids are excited about growing squash.

**Systems Administrator** – Bonaza has phones and T&C has a big printer.

**Hiring Report** – See Report. Hiring 1-3 staff weekly. There are 6 positions left to fill and the position offers have been sent but they haven’t started.

**Pest Management**- no report.

**Public Comment Period**: None.

**Action Agenda**

**Item #1**

**Approval of Incident/Accident Report Policy and Serious Incident Summary Report:** At the director’s meeting, some talked of serious injury reports. The last paragraph of the policy was added to include the serious injury report. At the Policy Council meeting, “This section to be completed by the Executive Director” was changed to, “This section to be completed by Leadership Team”.

The Governance Board would like to add a date in the notification section (6).

The Governance Board would like to add how the notification took place. (Via email, phone etc.)

Brad motioned to approve the Policy and Serious Incident Report Form with amendments, Joanne seconded, and the motion carried.

**Item#2**

**Approval of Evacuation Policy:** Changes to policy clarified procedure as far as notifying staff. The policy now has specific steps to follow. Vicki motioned to approve the policy change, Brad seconded, and the motion carried.

PC Rep Christina mentioned that there was great communication with parents when T&C had the gas leak. She said that she knew what was going on and when and where to pick up her child.

**Item #3**

**Childcare Reimbursement Policy:**

The hourly rate has increased for childcare. The Voucher now reflects that new rate. Tara moved to approve the new policy and voucher with the updated rates, Vicki seconded, and the motion carried.

**Item #4**

**Memorandum of Understanding:** Sylvia read the MOU to the board and asked for permission for Brenda to sign. This is updated and signed by the Board Chair once per year. Brad motioned to approve Brenda to sign the MOU, Deana seconded, and the motion carried.

**Item #5**

**Dispute Resolution:** This document explains that if PC and Board come to a disagreement, a third-party person will be brought in to decide. Tara motioned to Approve of Brenda signing the Dispute Resolution, Vicki seconded, and the motion carried.

**Item #6**

**Board Meeting Schedule Change:** Board meetings will be every third Thursday of the month at 1PM at the main site. Vicki motioned to approve the new schedule, Tara seconded, and the motion carried.

**Item #7**

**Approval to submit a grant to OHSA for Charitable Checkoff:** When you file your taxes, you can choose to donate money to Head Start. Sylvia is asking for approval to submit a grant of $6,000 for a new drip system for the raised garden beds that are being installed as boarders on the playground. Vicki motioned to approve the submittal of the grant to OHSA, Brad seconded, and the motion carried.

**Item #8**

**Standards of Conduct:** Tabled until the changes from Policy Council have been made.

**Adjourned** 6:03 pm

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

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