

**Klamath Family Head Start
Policy Council Meeting Minutes
February 25, 2020**

Present: Marana Banney, Nathan Monaco, Randi Monaco, Marilyn McLaughlin, Carolyn Otey, Kristen Hiatt, Mary Shrank, Ashley Maniaci.

Staff: Eva Kerzel, Cindy Walsh, Melinda Gomez, Sylvia Cox, Gary Leuker, Jennifer Brancacio, Rachel Brown, Stephanie Potter.

Item #1 – Call to Order

The meeting was called to order at 12:03 pm by Nathan Monaco, vice chairperson.

Item #2 – Approval of Minutes of January 28, 2020

Marilynn McLaughlin moved to approve January 28, 2020 minutes as printed. Carolyn Otey seconded, motion carried.

Item #3 – Addition to/Approval of Agenda

Item #4a, addition of Expansion Application and staffing pattern.

Item #4b, addition of Community Assessment.

Mary Shrank moved the approval of the agenda with the additions, Marilyn McLaughlin seconded, motion carried.

Item #4 – Finance Report

Gary Lueker explained that the federal funds go from September 1 to August 31 (*5/12 = 5 out of 12 months*). We should be at 42% spent, we are currently at 45% (*3% overspent*). State funds go from July 1 to June 30 (*7/12 = 7 out of 12 months*). We should be at 58% spent, we are at 43% (*15% under spent*). EHS is strictly federally funded, their funds go from September 1 to August 31 (*5/12 = 5 out of 12 months*). We should be at 42% spent and are at 39% (*3% under spent*). Carolyn Otey moved to accept the financial report, Marana Banney seconded, motion carried.

Public Comment Period – No one from the public present, moved on with the agenda.

ACTION AGENDA

NEW BUSINESS:

Item #4a – Addition of Expansion Application and Staffing Pattern

Cindy Walsh presented the plan for expansion and explained the application is due April 1. This expansion will enable the program to serve 52 more children, bringing our numbers from 360 children and families served to 412.

An additional 32 EHS children

- 8 EHS students in Merrill
- 8 EHS students in Lakeview
- 16 EHS students next to our Town and Country/Duration Site (The old Party Store).

Pre- School Promise

- 20 students at our Lakeview site that are 100% - 200% poverty level.

This plan entails the program relocating income qualified slots from Lakeview to our current Town & Country/Duration site. Moving the two half day classes to one back to back classroom, which in turn opens the other classroom up for the relocated duration slots. Marana Banney moved to accept the expansion application and staffing pattern plan, Randi Monaco seconded, motion carried.

Item #4b – Community Assessment

Sylvia Cox gave a brief overview of the 2019-2020 Klamath and Lake County Community Assessment survey results. The results show an emphasis on the need for more 6.5-hour class days, expansion in regular Head Start and EHS and a need for affordable childcare.

OLD BUSINESS: No old business

NON-ACTION AGENDA

NEW BUSINESS: No new business

OLD BUSINESS:

Item #5 – Budget and Planning

Budget and Planning will meet March 9th and 10th all day, starting at 8:30. We need a head count from Policy Council before this day if you plan on attending. This committee plans the distribution of funds for the 2020-2021 school year.

Item #6 – School Readiness – Child Assessment Data

Education Manager, Stephanie Potter gave a slideshow presentation on the programs collected child assessment data. It showed winter check point data and compared it to fall check point data. The comparison looked at the programs overall percentage of students falling below expectations, meeting expectations and exceeding expectations in the following areas:

- Social Emotional
- Physical
- Language
- Cognitive
- Literacy
- Mathematics

Item #7 – State Meeting Report

Mary Schrank reported she enjoyed the state meeting and break out training sessions. She plans on bringing some of her learned knowledge to her Parent Group and wishes we had the funds to bring the trainers to our program. Mary felt the legislative officers were very receptive to Head Starts needs and were appreciative of what the program does for families.

Reports:

Item #8 – Program Information Summaries (ERSEA, Health, Education, Disabilities/T&C Site, Parent and Community Engagement, EHS, Meals and Snacks, Hiring)

Rachel Brown discussed attendance, selection and recruitment. Attendance is a focus at this point due to a rise in illnesses. The programs required to maintain an 85% attendance rate per child, currently Head Start is at 88.2% program wide and EHS is at 85.27%. Rachel talked about giving out attendance awards to families for an attendance of 90% and above, individual attendance reports for child conferences and letters for those below 85%. She went on to explain how we work with families individually to help them with their attendance.

March 13th at 9:00 education staff will have an ERSEA meeting/training. Policy Council and Board will need to approve any changes made at the March meeting. This is an important piece and is needed so we can begin taking applications for next school year.

All other reports printed and in packet.

Item #9 – Directors Report

Refer to Item #4a.

Item #10 – Board

The Board will meet Thursday, February 27th at 5:00 pm.

