**Klamath Family Head Start Grantee Board**

**Thursday, September 28th, 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, Lisa Swartz

**Policy Council Members Present:** Samantha Chandler

**Staff Present:** Benjamin Butler, Sylvia Cox, Jessica McAuliffe, Mollie Miller, Jennifer Singleton, Jennifer Fox, Melinda Gomez, Aerial Coffman, Sunni Anderson, Cornelea Coffman, Gary Lueker, Kelli Carpenter,

**Brenda Jensen called the meeting to order at 5:23 pm.**

**Item #3**

**Additions to/Acceptance of Agenda:** Dena motioned to approve the agenda, Tara seconded. Motion passed.

**Consent Agenda**

**Item #4**

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

**Item #5**

**Fiscal Report:** We have spent all the money from last year and have received our money for this year. We will have a full Fiscal report at our next meeting.

**Item #6**

**Director’s Report:**

Upgrades were completed at all sites this summer. We have state money this year to give a 10% increase in COLA wages. The deficiency issued to our program last year through the Office of Head Start has been withdrawn based on our appeal and the video evidence we submitted. See attached report for more details.

**Non-Action Agenda:**

**ERSEA** – See report for details. The ERSEA team has grown from 3 to 4, and we now have a Parent, Family, and Community Engagement (PFCE) advocate. We will hold our annual Safety Town event October 12th. We are now a Food bank produce distribution site. We are recruiting for outlying, the waitlist in Klamath is shorter than usual, but the sites are fully enrolled.

**Disabilities/ Transportation** – We have a total 56 IFSPs. On the Head Start side there are 46 with IFSPs with a total of 6 in the referral process. In Early Head Start there are 8 IFSPs. In Preschool Promise there are 2 IFSPs. We are working on selling some of our busses and have one already sold.

**Health and Nutrition**- Approved for CACFP contract for this school year. See attached report. Casey Eye Institute is coming for visions Oct.18th and 19th, and we will have Health Screenings the week of Oct. 16th. Konnect Dental is coming in October to provide dental exams.

**Education** – See attached report.

**EHS** – See attached report.

**Lakeview site-** See attached report**.**

**Mental Health** – Keri Vasquez started September 1st as our Behavioral Health Assistant. The team took lots of trainings over the summer. Keri did Conscious Discipline presentations for Lakeview including Sunshine circles for EHS with interactive small group activities. Ordered more Conscious Discipline supplies and materials. We recently held Conscious Discipline Parenting night, provided child care, and had a good turn-out including parents from other sites. Lakeview participated via Zoom. See attached handout for a schedule of the planned Conscious Discipline parent nights. The team is helping and supporting wherever they are needed.

**T&C** – The building is open now and there is lots of space. It has a break room and 4 bathrooms now. Classes are up and running. Trying to get the natural playground integrated and are using horse troughs for planters. Working to get Tree branch fences. Not fully staffed yet.

**Merrill & Bonanza –** See Report. Taking the kids on walks to the library. Fully enrolled andfully staffed in Bonanza and only need 1 float Aide in Merril.

**Main Site**- Everyone has been filling in where needed, lots of illness/maternity leave/bereavement. We have a garden out front that was planted and maintained by our teacher Rebecca L. We are working on replacing the yellow playground fences with planters for a more natural landscape.

**Systems Administrator** – Getting things finished at T&C and with phones and A/C and trying to get all the cameras on the same system. Also working on phones and cameras at the Bonanza site.

**Hiring Report** – See Report. We offered 51 positions, 28 applicants made it through the hiring process, 24 are currently working with us. We still have at least 11 positions to fill.

**Pest Management**- Gary went to a training in Eugene to learn to spot pests and address pest problems, traps are out for current pests and are working.

**Public Comment Period**: None.

**Action Agenda**

**Item #1**

**Automated External Defibrillators (AEDs):** Policy approved by our HR Lawyer stating the procedure to place AED cabinets with alarms at each site to be used by staff who are CPR/FA/AED trained. Samantha moved to approve the policy as written, Brad seconded the motion. AED policy passed.

**Item#2**

**Attendance and Tardiness:** Changes were made tospecify our requirements for staff attendance. The policy states that we will be checking on attendance monthly and notifying staff of their status regardless of whether it is high or low. If a staff member’s attendance drops below 85%, they will be placed on an attendance plan. We want to be consistent on attendance expectations and will be monitoring it closely so we can improve overall consistency for classrooms. Brad suggests we add to the policy that the expectation is to arrive at least 30 minutes before class start time. Vicki moved to approve the policy with the suggested change, Tara seconded the motion. Attendance and Tardiness policy passed.

Item #3

**COVID Mitigation:**

This policy now considers COVID to be comparable to other illnesses and will be using the same exclusionary parameters: 24 hours to be out after symptoms for fever, rash, etc. subside, 48 hours for vomiting and diarrhea. We are no longer providing COVID tests to staff. Samnatha moved to approve the policy, Lisa seconded, and the motion carried. COVID Mitigation policy passed.

**Item #4**

**Video Surveillance and Monitoring: The policy has been updated to state** that actions taken based on video evidence must be assessed and approved by the HR or Exec. Director. Brad suggests that the policy should state that this can be done by a “Designated person/Director/HR Generalist” instead of just “Director”. Samantha moved to approve the policy with the suggested changes, Tara seconded. Video Surveillance and Monitoring policy passed.

Some Board members have not seen other sites. Sylvia suggests that in October we plan a day to visit sites and we provide transportation. Will notify board members with date and plan via email.

**Adjourned** 6:20 pm

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

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