**Klamath Family Head Start Grantee Board**

**Thursday, September 29th, 2022**

**1940 South Sixth Street**

**5:00 P.M.**

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

**Staff Present:** Benjamin Butler, Sylvia Cox, Jessica McAuliffe, Jordan Hosack, Mollie Miller, Jennifer Singleton, Jennifer Fox, Melinda Gomez, Stephanie Potter, Katrina Solis, Aerial Coffman, Sunni Anderson, Cornelea Coffman, Gary Lueker, Kelli Carpenter, LeeAnne Tidwell

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

**Item #3**

**Additions to/Acceptance of Agenda:** There was an addition to the agenda: Payroll. Lisa motioned to approve the agenda with the addition. Vicki seconded and the motion carried.

**Consent Agenda**

**Item #4**

**Approval of Minutes from May:**  No changes to be made to minutes. Lisa 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.

**Item #6**

**Director’s Report:** We have been individualizing our orientation and pre-service trainings to make them more engaging. We are fully enrolled which is exciting, there are other Head Start Programs that are not fully enrolled. We were able to give all staff a $250 incentive check during pre-service. We got notice in July that there will be a Focus Area 1 group. Focus Area 2 cannot be done at the same time. Sylvia gave the Board a list of what questions will be asked. They are not supposed to review until November.

The director of the mission came by and talked with Sylvia about a “tent city” being established next door. He is against it because of the nature of our program and will be taking his concerns to his Board of Directors. Sylvia will be in contact with him about where the Board is with this and see when the City Council meeting is. Brenda stated that Policy Counsel needs to know about this so they can get involved.

It is important that staff is reminded to take a friend or at least their phone when going to the barn.

We had a Foltz training that was great, she came in person and shared management training skills. She is skilled with the coaching aspect of our program, and it was very helpful. The training was a lot of fun and engaging. We will have another week of her being here and have contracted to have 2 virtual trainings with her.

**Non-Action Agenda:**

**ERSEA** – See Report

**Disabilities** – We have a 10% requirement and a lot of the new children coming to the program are already receiving services. Jessica only has 5 referral packets. In Head Start there are 40 with IFSP’s and 3 in the referral process. In Early Head Start there are 5 with IFSP’s and 2 in the referral process.

Jessica announced that we have a new sub bis driver, Sara Fish. She completed her CDL over the summer and Head Start can have her not only sub, but also for field trips and possibly transport families to event nights and Head Start if they don’t have transportation.

**Education** – See Education Report.

**Health/Nutrition** – See Report. There are a lot of children with severe allergies this year and dealing with a lot of preferences, so Sunni is spending a lot of time trying to figure out how to be reimbursed for meals.

**EHS** – Homebase is fully enrolled. Families are following through with required visits. Construction has not started at T&C. Last week we were able to get the mechanical drawings to the planning department. We should have the plans next week and then we can start building. Bonanza: We’ve made several trips and had many discussions about a building, but it keeps falling through. Families are enjoying the homebase learning.

**FACE** – These responsibilities have been split amongst staff.

**Mental Health** – Attended a lot of trainings over the summer. The referral form for trauma/informed care has been updated. Secondary trauma is not comparison fatigue. Goal is to help staff stay healthy, then teaching the kids. Conscious discipline – mirroring behaviors to kids.

**T&C** – We have been attending a lot of trainings. Classes are up and running. We are almost fully staffed. We have been enjoying seeing the parents come inside the building and walk their kids to their classes. We have seen a lot more volunteering which is helping our in-kind. They have a literacy night planned in combination with family night.

Fox mentioned that there is more staff and less room, but all the staff are staying positive and using this as a time to focus on moral.

**Merrill & Bonanza –** See Report.Fully staffed!

**Classroom Manager –** Katrina also stated that seeing the families bringing their kids into school and getting back to normal is exciting. We have a Fall Family Literacy Night scheduled for Oct. 6th. There will be a different activity in each classroom based on a fall theme.

Jennifer S said that they have been supporting in the classrooms a lot with the newer teachers.

**Systems Administrator** – New phones are in and updated and working. Ben has a couple of projects going to allow auto updates to our network.

**Hiring Report** – See Report.

**Public Comment Period**: none

**Action Agenda**

**Item #1**

**COVID Recommendations Policy:**

This policy will eliminate weekly COVID testing for staff who are unvaccinated. Vickie motioned to approve the policy, Lisa seconded, and the motion carried.

**Item #2**

**Benefits Policy:**

We added a “Retention Incentives” section to the policy. It states that the retention incentives will be based off attendance. We were just giving everybody the incentive in the same amount. Tara motioned to approve the policy, Lisa seconded, and the motion carried.

**Item #3**

**Leave Policy:**

The leave policy has been changed to add “miscarriage” to the bereavement section. Vickie motioned to approve the policy, Tara seconded, and the motion carried.

**Item #4**

**Workday Instructions Policy:**

Section H. Staff Children On-Site was added to this policy. Lisa motioned to approve the policy, Vicki seconded, and the motion carried.

**Item#5**

**Payroll Policy**

There will now be a $30 fee to replace checks. Vicki motioned to approve the policy, Tara seconded, and the motion carried.

**Adjourned** 7:04 pm

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

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