

Klamath Family Head Start Grantee Board

Tuesday, November 15, 2016

Board Members Present: Brenda Jensen, Dena Haudenschild, Eric DeVall, Dominic Herrera, Nicola Spears-Lyon, Chuck Jackson, Lisa Swartz, Christina Eddy

Staff: Melinda Gomez, Cindy Walsh, Gary Lueker, Jon Faries, Sylvia Cox, Sunni Anderson, Evelyn Palmer, Jessica McAuliffe, Carrie Rodgers, Kylie Edmondson

**1. Call to order**

The meeting was called to order at 5:00 pm by Brenda Jensen, chairperson.

**2. Members present**

A quorum was present

**3. Additions to/Acceptance of the Agenda**

Brenda announced we will not have a Nutrition report tonight and would like to table Program Goals until next meeting, and add 1 . Lisa moved to table Program Goals and accept the rest of the agenda, Eric seconded, motion carried.

**4. Approval of October minutes.**

Dominic moved to accept the minutes as printed, Chuck seconded, motion carried.

**5. Fiscal Report**

Gary reported we are under spent at this point. Federal Funding after 2 months should be 17% spent, we are at 10%, EHS 17% spent, we are at 14% and State funding after 4 months should be 33% spent, we are at 22%. Chuck Jackson moved to accept this report, Lisa seconded, motion carried.

**6. Director's Report** Cindy reported we have had some turnover in employees and we still have a few open positions – Teacher/Home visitor, a Float, and Substitute Bus Driver.

Several staff have been attending trainings.

Lakeview site is progressing, the walls are up.

Future planning – We have a Duration Grant conference call tomorrow at 3 pm.

New Tech Report will address later.

New Rules and Regulations are here and we are try to update our Policies to meet the regulations.

We will present them to you as they become available.

**PUBLIC COMMENT PERIOD**

No one from the community being present, continued with the agenda.

## ACTION AGENDA

1. **Technology Project Approval** – Cindy and Brenda attended a training on Technology. WIPFLI offers many services. They have checked out our systems (phone, servers, etc.) and suggested instead of replacing the server, to move everything into the cloud. WIPFLI recommends:
  - a. Implement Office 365 for Exchange Online Email, share Point Intranet and file sharing, Skype for Business for internal use, and rights to the latest version of Office for all 40 computers.
  - b. Implement Azure Active Directory for centralized computer and user management.
  - c. Trend Antivirus
  - d. Install management and monitoring agents on all PCs and laptops.

Dena moved to approve the Tech Plan and to move forward with the first 4 items of the priority list, Chuck seconded, motion carried.

**1a. CD update** – Our CD expires November 29<sup>th</sup>. Gary has researched 6 different institutions. Rogue which we have now has the 2<sup>nd</sup> best interest rate of .25%, Washington Mutual has the best rate at .35% for 6 months (which is about \$1.00 a month difference). Chuck Jackson moved to keep our CD at Rogue and renew for 6 months, Eric DeVall seconded motion carried.

2. **Fundraising** – Chuck would like to see us have a little pool of money to use for Family Support funds ie. GED, children's warm winter wear which are not allowed in the Grant. Chuck moved to have a committee of 5 to meet and brainstorm how to accomplish this, Nicola seconded, motion carried. Those who agreed to be on this committee were Chuck Jackson, Brenda Jensen, Eric DeVall, Nicola Spears-Lyon and Gary Lueker.
3. **PIR Report** – Sylvia presented the PIR Report. Chuck moved to accept the PIR report, Eric seconded, motion carried.
4. **TS Gold Fall Report** – moved to Non-Action
5. **Community Assessment** – Sylvia presented the Community Assessment which is given to everyone who applies for our program. Dena shared we might want to use a different wording for Parent Training as it might be considered offensive to some. Lisa moved to accept the Community Assessment with wording change, Dominic seconded, motion carried.
6. **Program Goals** – Tabled until January.
7. **Policies** – The following policies were changed to meet the new regulations.
  - #600 Attendance Policy - Chuck moved to approve the new Attendance Policy as presented with sentence structure correction, Dominic seconded, motion carried.
  - #424 Dual Language Learners (DLL) – Lisa moved the acceptance of the new Dual Language Learners policy as presented, Dominic seconded, motion carried.

## NON-ACTION AGENDA

1. **Monthly Program Information Summaries** (ERSEA, Education/Disabilities, EHS, Health/Parent Involvement and Nutrition)

ERSEA – We are full, have a waiting list and still taking applications. Full report printed and in packet.

Education/Disabilities – Full report printed and in packet.

Health/Parent Involvement – We met our 45 day requirements. 90 day will be due Dec. 8<sup>th</sup>. We are doing dentals and physicals here, trying to get them completed. There is still 92 children in need of treatment. Full report printed and in packet.

EHS – Full – large wait list. Full report printed and in packet.

**2. State Meeting Report**

There are new Performance Standards ie. All employees need fingerprinting on file. Everyone wondering about the elections and what's to come, will we be supported etc.

**3. New Hires**

Hired 2 part time cooks, one is a current parent; one aide in Bonanza, also a current parent.

**4. PC Minutes from October**

Please read over these minutes. They will meet tomorrow at 12:00 noon.

**The meeting was adjourned at 6:30 pm.**