

**Klamath Family Head Start Grantee Board**  
**Thursday, September 24, 2013**  
**1940 South Sixth Street**  
**5:00 P.M.**

**Grantee Board Members Present:** 6 members present

**Staff Present:** 5 staff present

Meeting called to order at 5:18 P.M.

**Item #3**

**Additions to Acceptance of Agenda.** No additions or changes on the agenda. Jason motioned to accept. Passed

**Item #4**

**Approval of Minutes from September:** The date on the heading in the minutes needs to be changed from October to September. Passed.

**Item #5**

**Fiscal Report** –The Board reviewed the report and had time for questions. Gary explained that we are currently 6% under budget. The category of supplies and training are over but should even out. They are usually higher at start up. Passed.

**Item #6**

**Director's Report:** State and federal grants have been accepted. We have started off the school year and all is going well. There are some kinks to work out in Transportation and the pickup and drop off location sites. Staffing is difficult in finding substitutes but we are still working on that. Effective immediately all Grantee Board and Policy Council meeting agendas and minutes will be posted on the web site [www.kfhs4kids.org](http://www.kfhs4kids.org). Public Service Announcements will be sent on a monthly basis to local TV and Radio stations. This change will also allow for a public comment time during each meeting. This change was passed by the State Legislature. The CDBG Grant has begun. Passed.

**Non-Action Agenda**

**Item #7**

**Monthly Program Information Summaries (ERSEA, Health, Education, Disabilities, Parent Involvement, and Nutrition):**

All reports were reviewed and managers available gave a verbal report.

**Item #8**

**Policy Council Minutes:** The minutes were not available. The meeting took place earlier that day. The Policy Council did vote on the new slate of officers. David Burnett who is the new Grantee Board Representative attended the meeting and gave an overview of the Policy Council Meeting.

**Item #9**

**Training on Review Questions:** Tabled.

**Item #10**

**Introduction on new Policy Council Representatives.** David Burnett is one of the new Policy Council Representatives.

**Item #11**

**Public Meeting Requirements:** As noted in the Director's Report due to a change in State Legislature we will now have a Public Service meeting time on the Board Agenda and will announce the meetings and provide minutes on the Klamath Family Head Start website and local TV and radio stations. The set time on the agenda will be from 5:30-5:45.

**Action Agenda**

**Item #12**

**Oregon Head Start Health and Safety Grant:** Each year there is a charitable check off through The Oregon Head Start Health and Safety Grant. Each Head Start can request through an application to request the money from the Charitable Check Off. The Money would be used to improve something at the program that is of a Health and Safety Concern. The applications are selected through a committee. The only other stipulation is that you did not receive the grant the year before. We would like to request \$13,580.00 The grant money would be for: Security fencing and security gates. An outline is attached in the packet. Passed.

**Item #13**

**Community Assessment:** The Community Assessment is given to everyone who applies for our program in the form of a survey. The survey includes a questionnaire that asks families what agencies they are networked with and what is working and what needs improvement. Passed.

Meeting adjourned 5:56