

**Klamath Family Head Start Grantee Board**  
**Thursday, November 21, 2013**  
**1940 South Sixth Street**  
**5:00 P.M.**

**Grantee Board Members Present:** Terry Kenfield, Chuck Jackson, Jason Roach, Brenda Jensen, Andy Brandsness, Barbara Holt

**Staff Present:** Rhoda Keown, Deborah Noonan, Sylvia Cox , Cindy Walsh, Melinda Gomez, Gary Lueker, Tamie Alvarez, Jon Faries

**Terry Kenfield called the meeting to order at 5:15 P.M.**

**Item #3**

**Additions to Acceptance of Agenda.** No additions or changes. Jason motioned to accept. Chuck seconded. Passed.

**Item #4**

**Approval of Minutes from October:** No changes needed in minutes. Jason motioned to accept. Brenda seconded. Passed

**Item #5**

**Fiscal Report** –The Board reviewed the report and had time for questions. Gary talked about the audit process and that the audit went well. The one item he has been working on since the audit was the physical inventory list and process. Gary attended a Fiscal Training in Seattle. He is currently working with banks regarding our various accounts to avoid service charges. Chuck motioned to accept. Brenda seconded. Passed.

**Item #6**

**Director's Report:** We are continuing to adjust staffing to provide the best classroom support possible. The teaching staff has been very helpful with suggestions that might improve the children's classroom experience. Teachers are continuing working towards their BA in Early Childhood. We are currently fully enrolled. Lake County property has been purchased and the CDBG process has begun. It is planned for the CDBG to be submitted in December 2013.

**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**

**Review Preparation:** Still waiting for our review and encourage each Board member to ask questions and review the information passed out in September.

**Item #9**

**Policy Council Minutes:** The minutes were reviewed.

**Action Agenda**

**Action #10**

**Screen Time Policy:** To promote quality Head Start in Oregon this policy is in effect to inform parents of electronic media use and limit content and appropriateness. If using electronic media: must be used intentionally, related to instructional goals, free of advertisement of brand placement, and limited to no more than one hour per day.  
Non-Action, discussion only

**Item #11**

**Child Count Policy:** To maintain the safety of children who attend Head Start while they are in Klamath Family Head Start care, we are implementing a Child Head Count Policy using verbal communication in addition to the head count that takes place for meal count. Jason motioned to accept. Barbara seconded. Passed.

**Item #12**

**Operating Agreement for Lakeview:** The Board approved the signing of the agreement between the town of Lakeview and Klamath Family Head Start. This agreement is required by CDBG.

**Item #13**

**SCOEDD Commercial Energy Efficiency Loan:** The Board approved \$20,000 for Commercial Energy Efficiency loan as required by CDBG to have the geothermal pipes to the property line prior to beginning project. Jason motioned to accept. Brenda seconded. Passed.

**Item #14**

**20,000 Corporate Funds for Lakeview Site Preparation:** As requested by the CDBG KFHS is required to obligate these corporate dollars for sidewalks prior to beginning project.

Meeting Adjourned: 6:56