

Klamath Family Head Start Policy Council Meeting
Wednesday, January 22, 2014
At Klamath Family Head Start
1940 South Sixth Street

Members Present: Averil Callahan, Shawn Callahan, Crystal Hopper, Barbra Holt, Jinnie Moore

Staff Present: Melinda Gomez, Cindy Walsh, Rhoda Keown, Gary Lueker, Kyrstin Gannon and Evelyn Palmer

Item #1 – Call to Order

The meeting was called to order at 10:25 am. by Barbra Holt, Vice chairperson.

Item #2 – Minutes

A motion was made, seconded, and carried to accept the minutes of November 20, 2013.

Item #3 – Addition to/Approval of Agenda

A motion was made to accept the agenda as presented, seconded, and passed

Item #4 – Finance Report

Presented by Gary Lueker, Finance manager

After review of the printed report a motion was made, seconded, and passed to accept the Finance Report.

No Community persons present moved on with the agenda

Item #5 – Phone Vote Approval

A motion was made, seconded and passed to accept the Phone Vote completed since last meeting.

Item #6 – Confidentiality Policy

To add – At times there are children in the program who legally cannot have their pictures taken. With this in mind, all parents/volunteers must turn off their cell phones prior to entering the classroom. There was a motion made, seconded and carried to add this statement.

Item #7 – Medication Policy

Under Medication Permit and Log8. Check child for any side effects.

To add - a. If any behavior changes occur after the medication is administered, notify the parent/guardian and document on the medication sheet as well as in the progress notes.

A motion was made, seconded and carried to add this statement.

Item #8 - Meeting Day and Time

After discussion, a motion was made, seconded and passed to hold the meetings on Wednesdays, starting at 12:00 noon.

Item #9 – Review Information

Presented by Melinda Gomez, PICA

Review information was shared with all present, as our program review can be at any time. Please review your information and be available at review time.

Item #10 – State Meeting

The State meeting will be held February 5-7 in Salem. Barbra not sure if she can go. Crystal has made arrangements if needed. Melinda will contact David to see if he can go. We will register Crystal and hopefully David.

Item #11 – Education Advisory Report, including Outcome Report

Presented by Kyrstin Gannon, ECAE

Kyrstin shared the report of the Fall Checkpoints. The next round is due February 7 and should show the children's growth. The Ed Advisory meeting was held Nov. 20, 2013 and she gave a brief explanation of who comes and what they discuss. She also invited all to the next meeting to be held April 16, 2014 at 3:30 pm.

Item #12 – ERSEA Meeting – February 7, 2014

Presented by Cindy Walsh, FSCAE

ERSEA stands for Enrollment, Recruitment, Selection, Eligibility, Attendance. The next annual meeting will be held on February 7, 2014 at 11:00 am, lunch will be served. All are invited, please come and learn more about how children become eligible for our program.

Item #13 – Budget and Planning – February 10, 11, and 12

This meeting is for Management, Staff and parents. They go over the line-items of the budget and present their wishes and dreams. Then Fiscal crunches numbers and gives a reality check and all work hard to balance the budget.

Item #14 – Staff Survey Results

Staff survey results were given at an all-staff meeting last Friday. There was a 54% return on the survey this year, way more participation than last year. They focused on our strengths and weakness and presented ways to correct some of the concerns

Item #15 - NHSA

National Head Start Association is our voice in Washington DC. Information was shared of the importance of supporting this program. On January 15, they helped to reverse the sequestration and to give back to Head Start Programs the monies that were taken away from them this year.

Item #16 - Program information Summaries (ERSEA, Health, Disabilities, Parent Involvement, Meals and Snacks)

Printed and in Packet

Item #17 – Directors Report

In packet

Item #19 – Board

Next meeting is tomorrow night January 23, 2014 at 5:00 pm.

Item #21 - Classroom

None

Next meeting February 26, 2014 at 12:00 noon.

Meeting adjourned at 11:35 am.

Respectively Submitted,