|  |  |
| --- | --- |
| **DATE:** | **January 9, 2025** |
| **CALL TO ORDER:** | The meeting was called to order at 3:39 pm. |
| **ROLL CALL:**  | *Board members present:* Kay Smith, Pat Smith, Pam Peck, Donna Brown*Board members absent*: *Staff present:* Stephany Koehne, Kerri Godinez, Julie Lovell, Lori Arnold, Christopher Spence, Michael Murphy, Jess Bowlin, Angie Passmore*Staff absent:* Chrystee Houser, |
| **PUBLIC COMMENT:** | *None* |
| **AGENDA APPROVAL:**  | *Action Item: Pam moved to approve the December 2024/January 2025 agenda, Kay seconded. Motion passes* |
| **CONSOLIDATED ACTION:** | 1. Board Minutes – November 2024 reviewed by the Board
2. Policy Council Minutes – November 2024 reviewed by the Board electronically.
3. Kids & Company Financial Report: $1052.34 as of 12/31/2024.
4. Committee Updates – none at this time.
5. Agenda Additions– none at this time.

*Action Item: Pam moved to approve the December 2024/January 2025 Consolidated Action Items as presented, Kay seconded. Motion passes* |
| **HEAD START REPORTS:**  | Monthly Program Reports: *ERSEA Report*: Christopher reported the December ERSEA statistics. We are fully enrolled. December attendance experienced the normal low. 40-50% of all absences were due to illness overall. *Human Resources*: Lori shared the HR dashboard showing no turnover for December and staffing is unchanged. Accidents/incidents were reviewed.*Operations:* Jess reviewed the Operations/Maintenance dashboard and progress made on requests. License renewals are underway.Angie shared the number of meals prepared, and that all gas receipts were turned in.*Health/Nutrition:* Michael reported on the Health requirements, sharing details on each requirement. *Education:* Chrystee shared the Education Requirements, starting with December results. Nearly all items required by this point in the year is complete. She presented the Child Outcomes to date. The EHS classrooms are heavily weighted to three-year-olds. This will cause the outcomes to drop for the winter assessments. Chrystee shared the new IAC dashboard and how it facilitates better family support. This is an exciting tool to use to see how families are being impacted. *Family Engagement*: Julie shared the PFCE dashboard reflecting 224.25 hours of in-kind volunteer hours given by 67 volunteers for December. 2025 Scholarships have opened for this year and Julie will arrange a committee meeting soon.Executive Director’s Report/Correspondence (verbal): Stephany reviewed the month’s correspondence verbally. 2025 funds were released in Grant Solutions. The State of Oregon did a study to see if preschools are effective, and we were observed in year 1, year 2 and now year 3. It was shown that behavior management is an area of improvement. We are continuing to try to close the 403(B) Audit with Aldrich. They are again claiming “documents were not presented to them and board documentation has not occurred”. We have sent all requested documents and have board minutes documenting that the Board is fully aware of the 403 B status. Kidco 0-5 Program Fiscal Reports: *November 2024 Fiscal Report*: Kerri shared the November reports. No questions presented. *Action Item: Pam moved to approve the November 2024 Fiscal Reports, Jennifer seconded. Motion passes.**November 2024 Adjusted Journal Entries: The Board reviewed these electronically. No questions presented.* *Action Item: Kay moved to approve the November 2024 Adjusted Journal Entries, Jennifer seconded. Motion passes.**October/November 2024 Credit Card Docusign reviews:* Kay reviewed the November credit cards. *Action Item: Jennifer moved to approve the November 2024 Credit Card Docusign review as presented, Pam seconded. Motion passes.* |
| **OLD BUSINESS:** | None at this time.  |
| **NEW BUSINESS:**  | Organization Structure-Change in Scope: Stephany shared the cost and functional headwinds that Kids & Company is experiencing at this time. We can implement a Change in Scope Conversion, reducing the number of preschool slots and increasing the number of early head start slots (roughly 1 to 3). This will be developed over the next few weeks. *Action Item: Jennifer moved to approve the reduction in operational support positions as presented, Pam seconded. Motion passes.* |
| **ANNOUNCEMENTS:**  | None at this time.  |
| **VIRTUAL CREDIT CARD REVIEW:**  | November: Kay; December: Pam;  |
| **NEXT SCHEDULED MEETING:**  | January 30th, 2025, at 3:30 pm – zoom format |
| **ADJOURNMENT:** | The meeting was adjourned at 6:00 pm |