1. Call the Meeting to Order – Ashley Pruitt
2. Public Comment – No Public Comment
3. Reports
4. Parent, Family and Community Engagement Opportunities – Julie Lovell – **TABLED**
5. ERSEA Report – Christopher Spence

Christopher shared current enrollment, waitlist and attendance data for the month of November. We are currently enrolled with 354 of our 366 funded enrollment slots. Child health continues to be the primary reason for absences in both Early Head Start and Head Start classrooms across the program.

1. Executive Director’s Report – Stephany Koehne – **TABLED**
2. Financial Report – Kerri Godinez

Kerri reviewed financial expenses and revenue for the month of November.

1. Kids & Company Board Minutes – Reviewed
2. Personnel Action Report – Lexus Deyerle

11/03/2023 – 12/08/2023

Education: 2 Teacher Aide/Family Advocate PreK – 1 assigned to Riverside, 2 Float Teacher Aides – 1 assigned to 12 Street AEHS

1. **Attendance** – Julie Lovell for Breeanna Paul

 Staff: Stephany Koehne, Julie Lovell, Christopher Spence, Chrystee Houser, Kerri Godinez, Lori Arnold, Mary Keenon, Gwen Sparhawk, Deanna Larson, Gayla Lawrence, Claudia Martinez Roman, and Christina Banks Edoja

 Representatives: Ashley Randle, Lexus Deyerle, Ashley Pruitt, Julia Hendricks, Michelle Mooney, Breeanna Paul, and Crystal Dodson.

 Alternates: Molly Beggs and Shannon Cappellazzi

 Representatives Absent: Stephanie Villa, Rosa Hernandez, Mary Ramirez, Alena Hernandez, Jessica Barker, Brecca Claitor, Camille Carrington, Lauren Barrett, Desirae Hardee, Joanna Kumar, and Keira Payne.

1. **Agenda Additions:**
	1. OHSA Parent Family & Community Engagement Conference Reports:

Ashley shared her experience attending the conference in New Orleans last week.

1. **Consolidated Actions** *(Motion)*

*Breeanna made motion to approve Consolidated Action items. Ashley 2nd motion. Motion passes by unanimous vote.*

* 1. Agenda Approval
	2. November Policy Council Meeting Minutes
1. **Old Business** -
	1. N/A
2. **New Business**
	1. ISP: Annual Wage Compensation – Lori Arnold *(Motion)*

Lori reviewed the revision updates to Kidco’s wage and salary compensation policy/procedure reflecting a change in date of implementation from August 1st to January 1st to align to with budgeting, grant and fiscal year timelines.

*Crystal made motion to approve revisions as presented. Ashley R. 2nd motion. Motion passes by unanimously vote.*

* 1. Planning Committee Participants: Ashley Pruitt, Michelle Mooney and Crystal Dodson volunteered to be a part of the Planning Committee.
	2. Door Prize Announcement/Future Meetings

Future door prizes = $10 gift card from Amazon. Future meetings: Hybrid Feb/March.

* 1. State Meeting Reports: Julie, Lexus and Gayla both shared their experience at the Oregon Head Start Association State Meetings in November.
1. **What to share at your Parent Meeting - ALL**
2. **Announcements – ALL**
	1. Community resources/events to share

Ashley shared that the Linn County Fairgrounds in Albany is having their FREE 46th annual Christmas Storybook Land event December 2-16th. Times vary, to find out more information visit christmasstorybookland.org

* 1. Next Meeting Date & Time: January 8th 9:30-11:30am, virtually.
	2. Complete Policy Council Meeting Survey and In-Kind
1. **Door Prize Drawing**

Ashely Randle, Lexus Deyerle, Molly Beggs

1. **Adjournment** @ 10:26am

