1. **Call the Meeting to Order** – Christopher Spence at 9:35am
2. **Public Comment** – No Public Comment
3. **Reports**
4. Parent, Family and Community Engagement Opportunities – Julie Lovell

Year to date In-Kind total at the end of September was 399.75 hours. The Sunnyside Center leads the way with 167.75 hours followed by the Lebanon Center at 135.75 hours. Our In-Kind increased from 93 hours in August to 306.75 hours during the month of September. Our volunteers have increased from 16 in August to 91 in September. We currently have 18 Policy Council Representatives for the 2023.24 year.

1. ERSEA Report – Christopher Spence

Current enrollment is 361 of 366 funded slots. There are 96 families on the waitlist for Early Head Start and 116 in Head Start. The average daily attendance for the month of September for Early Head Start was 80% with primary reasons for absence being participant health reason (45%) and child with their other custodial parent (16%). Head Start’s average daily attendance for September was 85% with primary reasons for absence also being participant health reason (46%) and child with other custodial parent (13%) and family emergency (12%).

1. Executive Director’s Report – Stephany Koehne

We are still waiting on City of Albany for approval of EHS Plaza classroom. Hewlett Packard is still looking to partner with Kidco and is currently working to find land or building space outside of HP campus to provide childcare for their employees.

1. Financial Report – Kerri Godinez

September review and expenses were reviewed

1. Kids & Company Board Minutes

Minutes were reviewed. No questions or comments.

1. Personnel Action Report – Lexus Deyerle

Staff hires 09/26/2023 – 10/23/2023 (includes 9/18/23 Educ & FSA and 8/30/23 Bus Driver interview results):

Transportation: 2 Bus Drivers – 2 assigned to Riverside.

Education: 2 Teacher Aides PreK – 1 assigned to Lebanon, 3 Float Teacher Aide – 1 assigned to Lebanon, 1 Teacher Aide EHS – assigned to Riverside.

On-Call: 2 On-Call Substitutes

Food Service: 1 Food Service Aide – assigned to Dixie

1. **Attendance** – Breanna Paul

Staff: Stephany Koehne, Julie Lovell, Christopher Spence, Kerri Godinez, Mary Keenon, Deanna Larson, Pam Woitt, Leticia Mendoza, Gwen Sparhawk

Representatives: Lexus Deyerle, Ashley Pruitt, Michelle Mooney, Molly Beggs, Julia Hendricks, Crystal Dodson, Brecca Claitor, Ashley Randle, Breeanna Paul, Mary Ellen Ramirez

Guest: Samantha Hadley, Jordan Black

1. **Agenda Additions:**
	1. Election of Policy Council Executive Committee (*Motion*)

The following Representatives were elected into their positions by unanimous votes:

Chairperson: Ashley Pruitt

Vice Chairperson: Lexus Deyerle

Recording Secretary: Breeanna Paul

* 1. Election of Oregon Head Start Association 2-year Representative/Personnel Delegate (*Motion*)

By a unanimous vote Lexus Deyerle was voted in as the Policy Council 2-year OHSA Representative/Personnel Delegate.

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

Lexus moved to approve agenda. Breeanna 2nd motion. Motion passed.

* 1. August & September Meeting Minutes

Brecca moved to approve August and September’s meeting minutes. Michelle 2nd motion. Motion passed.

1. **Old Business** -
	1. None
2. **New Business**
	1. Policy Council Orientation
	2. Oregon Head Start Association Staff Representative Letter (Motion)

Gayla Lawrence was elected by majority vote as the 2-year OHSA Staff Representative.

1. **What to share at your Parent Meeting- ALL**

We still have a few more days left of the October In-Kind Competition. If you are able to support the Teachers in the classroom or from home doing take home projects, let them know!

1. **Announcements – all**
	1. Community resources/events to share

Breeana shared that she attends trauma and parenting classes through [www.acerecovery.org](http://www.acerecovery.org) and finds them very helpful. Their next Active parenting 0-5 class begins on 11/7. You can sign up on their website.

* 1. Next Meeting Date: Monday, November 6th 10:00am-Noon virtual
	2. Complete Survey and In-Kind.
1. **Door Prize Drawing:** Breeanna & Lexus: Starbucks & Crystal: Amazon
2. **Adjournment** @ 12:15pm

