1. Call the Meeting to Order – Ashley Pruitt @ 9:40 am
2. Public Comment - None
3. Reports
4. Parent, Family and Community Engagement Opportunities – TABLED
5. ERSEA Report – Family Services Coordinator

Christopher reported that for the month of January there were 77 of 79 slots filled with Early Head Start children, 26 of 28 in Early Head Start Home Based filled and 255 of 259 in the Head Start classrooms. Currently there is a lot of transitions happening between kiddos who are aging out of Early Head Start and transferring into Head Start classrooms. During the month of January, the average daily attendance for both Head Start and Early Head Start was 78% with the primary reasons for absences being health and transportation.

1. Executive Director’s Report – Executive Director

Stephany shared that the 2023 grant is officially closed and all money received has been spent out. Kidco Staff are currently doing two agency wide challenges, one is an Acts of Kindness challenge where staff nominate one another for acts of kindness and the other is a Wellness Challenge where groups of staff are working together to record their physical activity which in turn is calculated into miles with the goal to reach the finish line traveling from California to Chicago by April 24, 2024.

1. Financial Report – Fiscal Coordinator

Kerri reviewed January’s financial reports: Revenue and Expenses, Head Start and OPK (Oregon Pre-Kindergarten State funds) Budgets, Credit card expenses, and CACFP revenue.

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

Between 1/6/2024– 2/5/2024 hires were as follows:

Education:

9 Float Teacher Aides- one placed at 35th Street Corvallis EHS, one placed at Lebanon, two placed at Riverside, one placed at Corvallis EHS – Old Mill

1. Teacher/Family Advocate PreK – two placed at Lebanon, one placed at Riverside

1 Teacher/Family Advocate Infant/Toddler – one placed at 35th Street Corvallis EHS

On-Call:

3 On-Call Substitutes

1. **Attendance** – Breanna Paul

**Staff**: Stephany Koehne, Julie Lovell, Christopher Spence, Chrystee Houser, Mary Keenon, Pam Woitt, Christina Banks Edoja, Deanna Larson, Leticia Mendoza, Gayla Lawrence, Robbi Claborn

**Representatives:** Ashley Randle, Lexus Deyerle, Ashley Pruitt, Breeanna Paul, and Crystal Dodson

**Alternates:** Molly Beggs and Samantha Hadley

**Guests:** Lisa Reid

1. **Agenda Additions:**
   1. Class times

A discussion was held regarding extending class time and due to our funding as an Early Child Learning program rather than full day childcare, we are not funded to run those longer hours.

1. **Consolidated Actions** *(Motion)*
   1. Agenda Approval
   2. January’s Meeting Minutes

Michelle made motion to approve consolidated action items. Crystal second motion. Motion approved by majority vote.

1. **Old Business** -
   1. None
2. **New Business**
   1. Education Outcomes – Chrystee Houser

Chrystee shared data on the education outcomes from assessments gathered on each child in the program.

* 1. Review and Approve 2024-25 Selection Criteria – Christopher Spence (*Motion*)

Christopher presented the 2024-25 selection criteria to the group.

Michelle made motion to approve consolidated action items. Crystal second motion. Motion approved by majority vote.

1. **What to share at your Parent Meeting- ALL**
2. **Announcements – ALL**
   1. Community resources/events to share

Community libraries are hosting a variety of family friendly activities, check out your local library’s website or social media pages for more information. Just a reminder that Head Start Scholarships are due April 1st at 4pm.

* 1. Next Meeting Date & Time: March 11th 2024 9:30-11:30am
  2. Complete Policy Council Meeting Survey and In-Kind.

1. **Door Prize Drawing**

Crystal Dodson, Samantha Hadley and Michelle Mooney all received a $10 gift card for Amazon

1. **Adjournment** @ 10:52am

