1. Call the Meeting to Order – Christopher Spence at 11:07am
2. Elections
3. Review Office Positions
4. Election of Officers (Action Required): Elect Individually
5. Chair: Angelica Riddle
6. Vice-Chair: Crystal Harrison
7. Recording Secretary: Breeanna Paul
8. OHSA State Representatives (1 & 2 Year Position): 1 Year: Sylvia Cox, 2 Year: Angelica Riddle, Alternate: Crystal Harrison.

All positions were elected based on a majority vote by the 6 Policy Council Representatives present at the meeting.

1. New Officers assume roles
2. Public Comment – No Public Comment
3. Reports
4. Parent, Family and Community Engagement Opportunities – Julie Lovell

November In-Kind totals 87.25 hours $1,872.00! This includes parents and guardians who have volunteered at centers and in the classrooms as well as those who attended Parent Meetings and Policy Council. Thank you to all of our volunteers!

There are several local holiday resources available to families to help them during the holidays and winter months. Check out our Facebook and Instagram pages or reach out to your Teacher Family Advocate, Home Based Teacher or Family Support Coach for support with needs your family may have.

Just a reminder again, please be sure to call your child’s Teacher every time they will be out of class. When Teachers do not hear from you, they must take time from away from their time in the classroom to follow up with you.

1. ERSEA Report – Christopher Spence

We currently have 322 children enrolled in our program. There are 95 children on the Early Head Start waitlist and 125 on the Head Start waitlist. The average daily attendance in the Early Head Start classrooms is 65% and 59% for Head Start classrooms with the primary reason for absence for both being child health reason.

1. Executive Director’s Report – Stephany Koehne

Due to illness or because of facility issues so some of our classrooms have temporarily transitioned to virtual services.

Kidco’s program calendar was created to align with local school districts calendars. When Kidco put together our program calendar, it was based on what was available at the time which was the Corvallis School district’s. Unfortunately, other school districts did not align their winter break schedule with this. We apologize for this inconvenience to families with children in public schools where their schedule does not align with ours.

Kidco completed their Federal review which is conducted every five years last week. Special thank you to Angelica and Alexa for meeting with the Reviewers. We will receive results of this review within 45 days.

1. October & November Financial Reports – Kerri Godinez

Kerri shared the Head Start financial statements, balance sheets, revenue and expense statements, CACFP budget, Head Start Budget, and OPK Budget from October and November 2022.

1. Kids & Company Board Minutes

November Board meeting minutes were reviewed.

1. Personnel Action Report – Angelica Riddle

Between 11/10-22-12/9/22, 2 Assistant Teacher/Family Advocates were hired for the Early Head Start classroom located at the Corvallis 35th Street Center and 1 Teacher Aide was also hired.

1. **Attendance** – Julie Lovell

Staff: Stephany Koehne, Christopher Spence, Julie Lovell, Kerri Godinez, Pam Woitt, Gwen Sparhawk, Claudia Martinez-Roman, Christina Banks Edoja

Representatives: Alonso Brambila, Sylvia Cox, Katie Tan, Crystal Harrison, Breeanna Paul, Angelica Riddle

1. **Agenda Additions:**
	1. None
2. **Old Business** -
	1. Riverside parking lot check in

Sylvia reported that there were no updates at this time. Pending further conversations at the center level.

1. **New Business**
	1. By-Law overview

Stephany reviewed the Kidco Head Start Policy Council By-Laws. Julie will send out a copy to each Representative.

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

Share information presented at this meeting with your parent committee at your next parent meeting.

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

Angelica and Crystal shared information about Story Book land in Albany. Doors are open December 13-15, Tuesday, Wednesday, Thursday 6:30pm to 8:30pm, Friday December 16th is the last day with extended hours from 2:00pm to 8:30pm.

Sylvia shared Saturday and Sunday in December until Christmas Eve from 11am-4pm Santa will be at the Carousel in Albany and the Albany Public Library has a Winter reading program December 1st-January 31st 2023.

* 1. Next Meeting Date: January 11th 2023 11am-1pm

Executive Committee will meet on January 9th. Be on the lookout for the agenda for January’s Policy Council Meeting to be sent out on January 10th.

* 1. Complete Survey and In-Kind.
1. **Door Prize Drawing**

Angelica – Amazon

Sylvia – Walmart

Alonso – Amazon

Crystal – Walmart

Breeanna – The Human Bean

Katie - Amazon

1. **Adjournment: At 12:46pm**