

**Shasta Head Start
Policy Council Meeting Minutes
Virtual & In Person Meeting
December 17, 2024**

Time Convened: 930am

Meeting Adjourned: 1115am

Attendees:

<p>PC Present: Brandi, Jessica E, Tyson, Connie, Margaret, Vicki, Ashley, Amy, Angelica, Kathleen, Rhea, Cheyanne</p>	<p>PC Absent: Shyann, Duane, Veronica, Jennifer, Katharine, Leann, Hailey, Samantha L, April, Rena, Britnee, Samantha D, Christian, Tiffany, Patricia, Kylee, Justine, Laura-Gene, Jamie, Jasmine, Amber, Sammi, Rebekah</p>	<p>Shasta Head Start Staff Present: Gordon, Tracey, Amanda, Kristin, Diane</p> <p>Shasta Head Start Staff Absent:</p>
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Action Items:

<ul style="list-style-type: none"> • Minutes • Personnel Report • Program Planning Plan Approval 	<ul style="list-style-type: none"> • Community Reps • Carry Over Narrative • Adjourn
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	AGENDA ITEM/TOPIC	DISCUSSION/SUMMARY
1.	Call to Order & Brief Announcements	Tyson called the meeting to order. No announcements.
2.	Minutes	Tyson called for a review of the minutes. Tyson asked for a vote. Jessica motioned. Connie second. Tyson asked for a vote. Vote passed. Motion approved.
3.	Directors Report	Gordon went over the Director's Report.
4.	Attendance/ Monthly Progress Report	Amanda reviewed the attendance and monthly progress reports.
5.	Fiscal Report	Tracey reviewed the fiscal report. Brandie asked if Mt Shasta did not get their in kind in. Tracey confirmed that Mt Shasta did not have any in kind submitted to fiscal. Brandie said she would talk about it at the parent meeting as well. Angelica wanted to understand the in kind numbers more and what qualifies for in kind. Tracey gave more information.
6.	Personnel Report	Gordon presented the personnel report. Tyson asked for a vote. Margaret motioned. Connie second. Tyson asked for a vote. Vote passed. Motioned approved.

7.	Earned Income Tax Credit (EITC)	Diane presented what EITC is and how to apply for it during your taxes. She also talked about free filing and stated she would send out links to these websites for everyone through learning Genie. Angelica asked if the QR code worked. Diane stated that the QR code works but it goes to 2023 since 2024 EITC has not been updated on the website yet.
8.	Parent Survey Announcements	Diane talked about the annual parent surveys, and it will be available once we come back from break through learning Genie.
9.	Intro to Monitoring Process and Internal Monitoring Outcomes	Amanda presented the intro to monitoring process and internal monitoring outcomes training.
10.	Program Planning Plan Approval	Gordon presented the program planning plan. Angelica asked how the wildfire, which affected families, did it affect eligibility. Gordon said it doesn't change eligibility, and Amanda added unless they become homeless. Cheyanne asked about someone who was monitoring in her son's classroom, was that related to this. Gordon said yes, there are some monitors done annually and Amanda added sometimes there could be a monitor for a specific child or due to new staff. Tyson asked for a vote. Connie motioned. Margaret second. Tyson asked for a vote. Vote passed. Motion approved.
11.	Community Reps	Gordon asked for Margaret Crawford and Vicki Rinear to be the community reps. Tyson asked for a vote. Cheyanne motioned. Connie Second. Tyson asked for a vote. Vote passed. Motion approved.
12.	Carry Over Narrative	Tracey reviewed the carry over narrative. Tyson asked for a vote. Connie motioned. Jessica second. Tyson asked for a vote. Vote passed. Motion approved.
13.	New Officer Announcements	Gordon reviewed the new officers: Duane Bass as chair, Jessica Edgmon as Vice chair and Ashley Isiderio as Secretary.
14.	Outgoing Officer Recognition	Gordon thanked the outgoing officers: Tyson Casper as chair, Connie Grunder as VP and Ashley Isiderio as secretary but returning this year for a second term.
15.	Selection Priorities	Gordon reviewed the selection priorities. Connie asked how we decide who gets the over income spots. Gordon said we use a point system to determine who gets the spot. Angelica asked if you have to re-qualify and you are over income, how does that work. Gordon talked about our point system and how we can only take some many over income families. Connie asked about how much notice we are giving families if we can't take them due to being over income. Gordon said you would know about a month or two in advance, before the new program year. Angelica how did we decide on December 1 st being the cut off for re-qualification. Amanda talked about how it's the states rules regarding age cut offs for children. Jessica asked if its for all of Shasta County? Gordon confirmed this is for all of Shasta Head Start. Rhea asked for clarification on the small community exemption. Gordon talked more about how it works and that McArthur doesn't qualify for that exemption based on performance standards. Gordon stated we would remove the small community exemption since McArthur doesn't qualify. Rhea asked about the point system: is it federal or head start? Specifically the disability points, she feels should be worth more. Gordon talked about how the points are decided by Shasta Head Start as we serve the needest of the needy. He gave an example how disabled children will be higher on the list than children without a disability. The points prioritize the needest of the needy. Ashley asked if she could have the

		in kind paper sent to her. Amanda said to talk to her family worker to print it for her or email it to her. Tyson added that at Shasta Lake City Center they added a stack of in kind next to the sign in sheet.
16.	Self-Assessment Meeting	Gordon reminded everyone about the Self-Assessment Meeting on Jan 10 from 10am to 12pm.
17.	Take Back Items	This agenda item was added prior to the end of the meeting by Gordon. Angelica asked about how she can donate old clothes to other families. Connie and Cheyanne talked about their centers and how they have a donation box at their centers. Gordon recommended talking to her center about their donation box. Tyson said in-kind and upcoming assessments, income verifications coming in January. Connie suggested EITC.
18.	Adjournment	Tyson asked for vote. Connie motioned. Cheyanne second. Tyson asked for a vote. Vote passed. Motion approved.

Approved as to form and content:

Duane Bass

Duane Bass, Policy Council Chair

Linda Cole, Board of Directors Chair

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