

**Shasta Head Start
Policy Council Meeting Minutes
Administration Office
October 20th, 2020**

Time Convened: 10:53 am

Meeting Adjourned: 11:45am

Attendees:

Policy Council Members:				Shasta Head Start Staff:	
Sarah Carter	Nicole Christie	Crystal McLane		Gordon Chatham	Gloriana Rhodes
Michele Holvik	Katelynn Perez	MaryJo Boyle		Amanda Keefer	Tracey Vierra
Lisa Cutts	Sara Goodrich	Sara Wood		Diane Hacker	Sheri Burrier
Tosha Chartrand	Natalie Webbon	Jesenia Ortiz-Andalon			
Chris Hiller	Brenda Cecil-Ide	Misty Brooks			
Kendra Caito	Noel Sullivan				

Action Items:

<ul style="list-style-type: none"> ● Minutes ● Personnel Report ● Reopening Plan 	<ul style="list-style-type: none"> ● CDE Funding Application ● Personnel Policies Update ● Adjourn
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All actions taken by the Policy Council are submitted to the Board of Directors for oversight.

	AGENDA ITEM/TOPIC	DISCUSSION/SUMMARY
1.	Introductions & Brief Announcements	The meeting was called to order at am by Brenda Cecil-Ide.
2.	Minutes ➤ June 2020 and Special Meeting Minutes	A motion was made by Jesenia Ortiz-Andalon and seconded by Michele Holvik to approve the minutes for June 2020 and the Special Meeting. Motion passed.
3.	Fiscal Report	Tracey Vierra gave the September Fiscal Report. Head Start expenditures were \$579,182 and year to date expenses are 7.70%. Admin expenses were 7.90% and in kind is 0%. Early Head Start expenditures were \$450,640 and year to date expenses are 7.46%. Admin expenses were 7.27% and in kind is 0%. FCC expenditures were \$46,811 and year to date expenses are 8.94%. Admin expenses were 5.06% and in kind is 0%. It was noted that OHS gave SHS a waiver for In-Kind this year, but we are still collecting In-Kind from parents and volunteers to keep up the habit.

4.	Director's Report	Gordon Chatham gave the Director's Report that included agency operations and enrollment numbers, annual In-Service Meeting that was virtual this year, the upcoming Enrollment and Selection Committee meeting on November 12 th , and the upcoming FA2 review. Gordon included the information memorandum of the FA2 review in his report.
5.	Progress/Attendance Report	Amanda discussed the Progress and Attendance Reports. Shasta Head Start has an attendance goal of 90%.
6.	Personnel Reports	Gordon Chatham presented the Personnel Reports. There has been a number of staff reassignments due to Covid and keeping classrooms running. A motion was made by Jesenia Ortiz-Andalon and seconded by Nicole Christie to approve the personnel report. Motion passed
7.	Intro to the Monitoring Process	Amanda Keefer gave a Monitoring Process to the PC, explaining the step by step plan SHS has to ensure we are monitoring and making adjustments as needed to our goals and processes.
8.	Reopening Plan	Gordon Chatham presented the Reopening Plan. Action on this item was tabled until the November meeting to give the PC a chance to read through the document.
9.	CDE Funding Application	Gordon Chatham presented the CDE State Refunding application that must be approved by the PC and BOD each year. He noted that on the page listing CCTR options, there should be a checkmark stating that our program is for Infants and Toddlers. It will be corrected in the final draft. A motion was made by Jesenia Ortiz-Andalon and seconded by Nicole Christie to approve the CDE Funding Application. Motion passed.
10.	Personnel Policies Update	Gordon Chatham described the new Telecommuting policy and the new Lactation Accommodation policy. A motion was made by Jesenia Ortiz-Andalon and seconded by Sarah Wood to approve the Telecommuting policy. Motion passed. A motion was made by Jesenia Ortiz-Andalon and seconded by Michele Holvik to approve the Lactation policy. Motion passed.
11.	Committee Sign-Ups	Gordon Chatham and Glori Rhodes briefly summarized the committees and dates. The PC was asked to email Glori with their committee selection.
12.	Community Representatives	Gordon Chatham informed the PC that community representatives can make up a small portion of Policy Council. MaryJo Boyle from Far Northern Regional Center introduced herself and told the PC to reach out if they had any questions she could help with.
13.	Adjournment	A motion was made by Jesenia Ortiz-Andalon and seconded by Michele Holvik to adjourn the meeting at 11:45am. Motion passed.

Approved as to form and content:

Acknowledged:

Brenda Cecil-Ide, Policy Council Chair

John Pappas, Board of Directors Chair