

**Shasta Head Start
Policy Council Meeting Minutes
Administration Office
December 15th, 2020**

Time Convened: 9:32 am

Meeting Adjourned: 10:34 am

Attendees:

Policy Council Members: Sarah Carter, Kelly Chartrand, Sara Goodrich, Katelyn Perez, Cintia Campos, Jesenia Ortiz-Andalon, Michelle Holvik, Mary Jo Boyle, Nicole Collins, Belle Knight, Lisa Cutts, Misty Brooks, Chris Hiller, Nicole Christie	Shasta Head Start Staff: Gordon Chatham Gloriana Rhodes Amanda Keefer Tracey Vierra
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Action Items:

<ul style="list-style-type: none"> • Minutes • Personnel Report • Code of Conduct and Conflict of Interest 	<ul style="list-style-type: none"> • Safety Meeting Incentive Policy • 2019-2020 Carry Over Request • PC Officer Election Results • 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 9:32 am by vice chair Misty Brooks.
2.	Minutes	A motion was made by Sara Goodrich and seconded by Michele Holvik to approve the minutes for November. Motion passed.
3.	Fiscal Report	Tracey Vierra gave the November Fiscal Report. Head Start expenditures were \$550,207 and year to date expenses are 22.87%. Admin expenses were 9.13% and in kind is 0%. Early Head Start expenditures were \$416,851 and year to date expenses are 22.24%. Admin expenses were 8.72% and in kind is 0%. FCC expenditures were \$37,714 and year to date expenses are 21.85%. Admin expenses were 6.84% 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 announcing new PC officers later in the meeting, completing the final Teaching Pyramid training for staff in November, upcoming Program Self-Assessment, holiday activities and community partners, and preparation for the Focus Area 2 Review in January.
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 Report. A motion was made by Michelle Holvik and seconded by Sara Goodrich to approve the personnel report. Motion passed
7.	Earned Income Tax Credit	Amanda Keefer presented information for parents about the earned income tax credit. SHS parents may be eligible for tax breaks.
8.	Code of Conduct and Conflict of Interest	Gordon Chatham reviewed the Code of Conduct and Conflict of Interest policy presented last month. A motion was made by Jesenia Ortiz-Andalon and seconded by Chris Hiller to approve the policy. Motion passed.
9.	Safety Meeting Pizza Incentive Policy	Gordon Chatham reviewed the Safety Meeting Pizza Incentive policy. A motion was made by Jesenia Ortiz-Andalon and seconded by Sara Goodrich to approve the policy. Motion passed.
10.	2019-2020 Carryover Request	Gordon Chatham presented the 2019-2020 Carryover Request. There were a few updates to the carryover request the PC reviewed in November. A motion was made by Jessenia Ortiz-Andalon and seconded by Michelle Holvik to approve the 2019-2020 Carryover Request. Motion passed.
11.	PC Officers Election Results	The election results were announced: Lisa Cutts is continuing as the PC Secretary, Misty Brooks is continuing as the PC Vice Chair, and Michelle Holvik is the new PC Chair. Gordon Chatham congratulated the new and continuing officers.
12.	Selection Priorities	Gordon Chatham presented the Selection Priorities, noting that the Selection and Priority committee suggested giving priority points to families in crisis that were referred to us by community agencies. This will be an action item next month.
13.	Self-Assessment	Gordon Chatham announced that Self-Assessment was taking place January 8 th and invited all PC to attend.
14.	Outgoing Officer Recognition	Gordon Chatham mentioned the outgoing PC Chair, Brenda Cecil-Ide, had done a great job as chair. He expressed his gratefulness for her dedication to Policy Council and the time she spent as Chair.
15.	Adjournment	A motion was made by Michelle Holvik and seconded by Chris Hiller to adjourn the meeting at 10:34 am. Motion passed.

Approved as to form and content:

Acknowledged:

Michelle Holvik, Policy Council Chair

John Pappas, Board of Directors Chair