

**Shasta Head Start
Policy Council Meeting Minutes
Zoom Meeting
January 19th, 2021**

Time Convened: 9:36 am

Meeting Adjourned: 10:49 am

Attendees:

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| Policy Council Members: Kelly Casmey, Katelyn Perez, Jesenia Ortiz-Andalon, Michelle Holvik, Mary Jo Boyle, Nicole Collins, Belle Knight, Lisa Cutts, Tosha Chartrand, Noel Sullivan | | Shasta Head Start Staff: Gordon Chatham Gloriana Rhodes Amanda Keefer Tracey Vierra |
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Action Items:

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| <ul style="list-style-type: none"> • Minutes • Personnel Report | <ul style="list-style-type: none"> • Selection Priorities • Accounting Policies • 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 |
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| | -Official Installation of New Officers- | Gordon Chatham introduced and swore in the new PC officers: Michelle Holvik as PC Chair and Lisa Cutts as Secretary. |
| 1. | Introductions & Brief Announcements | The meeting was called to order at 9:36 am by Michelle Holvik. |
| 2. | Minutes | A motion was made by Jesenia Ortiz-Andalon and seconded by Tosha Chartrand to approve the minutes for December. Motion passed. |
| 3. | Fiscal Report | Tracey Vierra gave the December Fiscal Report. Head Start expenditures were \$576,233 and year to date expenses are 30.52%. Admin expenses were 8.60% and in kind is 0%. Early Head Start expenditures were \$484,547 and year to date expenses are 30.26%. Admin expenses were 7.37% and in kind is 0%. FCC expenditures were \$38,806 and year to date expenses are 28.53%. Admin expenses were 6.67% 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 new Policy Council officers, Program Self-Assessment with record participation, upcoming Program Planning meeting, a summary of the program planning schedule, and Focus Area 2 update and addendum. |
| 5. | Progress/Attendance Report | Amanda discussed the Progress and Attendance Reports. Shasta Head Start has an attendance goal of 90%. |

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| 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. | Intro to the ECLKC | Glori Rhodes shared her screen and walked the Policy Council through navigating the ECLKC website. It is a good resource for looking up the latest OHS and child development news and finding the Performance Standards and Head Start Act that Shasta Head Start abides by. |
| 8. | Federal Review Prep | Gordon Chatham reviewed the protocols for the Federal Review occurring at the end of January. He went over the various reports, trainings, and approvals the PC is involved with. The PC and BOD will meet with reviewers via Zoom on Thursday the 28 th at 9:30am. |
| 9. | Program Philosophy and Goals | Gordon Chatham summarized the agency's 5 year goals and reviewed the mission/vision/beliefs statements. The Program Philosophy and Goals are reviewed and approved by the PC and BOD each year as part of our program planning schedule. |
| 10. | Selection Priorities | Gordon Chatham presented the updated Selection Priorities and policy for giving prospective families priority points. A motion was made by Jesenia Ortiz-Andalon and seconded by Tosha Chartrand to approve the Selection Priorities. Motion passed. |
| 11. | Accounting Policies Update | Gordon Chatham explained the updates to the accounting policies. The changes were minor, consisting of staff title corrections and report date updates. A motion was made by Jesenia Ortiz-Andalon and seconded by Tosha Chartrand to approve the Accounting Policies. Motion passed. |
| 12. | Program Planning | Gordon Chatham reminded the PC that Program Planning will take place via Zoom on January 22. The Policy Council is encouraged to attend. |
| 13. | Take Back Items | Take back items included: In-Kind supplies can be accepted by centers, new PC officers, share the goals and mission of SHS, parents would like more notice of meetings for the Discovery/Weed location, remind parents to check emails, ECLKC website resource, Hill Country is a good dental clinic, remind parents to hold on to school readiness transition packet they will receive in their parent meeting. |
| 14. | Adjournment | A motion was made by Tosha Chartrand and seconded by Jesenia Ortiz-Andalon to adjourn the meeting at 10:49 am. Motion passed. |

Approved as to form and content:

Acknowledged:

Michelle Holvik, Policy Council Chair

John Pappas, Board of Directors Chair