

**Shasta Head Start
Policy Council Meeting Minutes
Zoom Meeting
April 20, 2021**

Time Convened: 9:33 am

Meeting Adjourned: 11:51 am

Attendees:

Policy Council Members: Michelle Holvik, Noel Sullivan, Misty Brooks, Nicole Collins, Lisa Cutts, Tosha Chartrand, Maryjo Boyle, Jesenia Ortiz-Andalon, Belle Knight		Shasta Head Start Staff: Gloriana Rhodes Gordon Chatham Amanda Keefer Tracey Vierra Tessa Buell
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Action Items:

<ul style="list-style-type: none"> • Minutes • Personnel Report 	<ul style="list-style-type: none"> • Meeting Dates Change • 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 9:33am by Michelle Holvik.
2.	Minutes	A motion was made by Misty Brooks and seconded by Lisa Cutts to approve the minutes. Motion passed.
3.	Kindergarten Readiness Training	Tessa Buell shared the Kindergarten Readiness packet with the Policy Council and highlighted important routines and advice for parents who have children going into kindergarten. It was mentioned that this packet is very helpful and it will be sent to all SHS parents by their family workers.
4.	Learning Genie Overview	Glori Rhodes shared a YouTube tutorial video for parents about how to use Learning Genie. She also distributed information about where to find these videos and other parent help guides.
5.	Budget Training and Planning for Next Year	Gordon Chatham trained the PC on SHS's different funding sources and explained the process for planning and budgeting. We will be getting a COLA increase next program year, but that unfortunately does not keep up with California's minimum wage increases.
6.	Fiscal Report	Tracey Vierra gave the Fiscal Report. Head Start expenditures were \$692,360 and year to date expenses are 55.17%. Admin expenses were 7.45% and in kind is 0%. Early Head Start expenditures were \$526,442 and year to date expenses are 54.27%. Admin expenses were 7.04% and in kind is 0%. FCC expenditures were \$45,347 and year to date expenses are 39.88%. Admin expenses were 5.93% 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.

7.	Director's Report	Gordon Chatham gave the Director's Report that included Focus Area 2 Federal review results that showed no area of non-compliance, upcoming COLA of 1.22%, successful dental clinic with Shasta Community Health, contact information of elected officials so the PC can advocate for SHS, and COVID federal relief grant funds for the 2021-22 program year.
8.	Progress/Attendance Report	Amanda Keefer discussed the Progress and Attendance Reports. Shasta Head Start has an attendance goal of 90%.
9.	Personnel Reports	Gordon Chatham presented the Personnel Report. A motion was made by Misty Brooks and seconded by Tosha Chartrand to approve the Personnel Report. Motion passed. Belle Knight asked Gordon for the total amount of new hire costs. Gordon set a separate meeting with Belle to review the information requested.
10.	Meeting Dates Change	Gordon Chatham reviewed the proposal to change the meeting dates of PC and BOD from the 3 rd week of the month to the 4 th week of the month. A motion was made by Misty Brooks and seconded by Tosha Chartrand to approve the meeting dates. Motion passed.
11.	Parent Recruitment Ideas	Glori Rhodes informed the Policy Council that SHS is looking at increasing recruitment/marketing and asked them if they had any ideas about recruiting families. The PC will take this to center committee meetings and ask for feedback.
12.	Draft Grant Application	Gordon Chatham presented the draft of the Grant Application. This year we have just one application, as the original two grants have been consolidated. This will be up for approval next week, then submitted to our HS Regional Office for approval.
13.	CDE Self-Evaluation	Amanda Keefer gave a brief overview of the CDE Self-Evaluation. This year there were many questions about our agency's reaction to COVID.
14.	Items to take back to parent meetings	Items included: Kindergarten Readiness Packets, Learning Genie Tutorial resources, In-Kind, and think about parent recruitment ideas.
15.	Adjournment	The meeting was adjourned at 11:51.

Approved as to form and content:



Michelle Holvik, Policy Council Chair

Acknowledged:

John Pappas, Board of Directors Chair