

**Shasta Head Start  
Policy Council Meeting Minutes  
Zoom Meeting  
February 16, 2021**

Time Convened: 9:35 am

Meeting Adjourned: 11:51 am

**Attendees:**

Policy Council Members: Michelle Holvik, Noel Sullivan, Sara Goodrich, Sarah Spencer, Misty Brooks, Natalie Webbon, Nicole Collins, Katelyn Perez, Lisa Cutts, MaryJo Boyle, Kendra Caito, Belle Knight, Chris Hiller, Sarah Carter, Jesenia Ortiz-Andalon	Shasta Head Start Staff: Gloriana Rhodes      Gordon Chatham Amanda Keefer      Tracey Vierra Michelle Behling      Tessa Buell Christina Knowles      Amber Butcher
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**Action Items:**

<ul style="list-style-type: none"> <li>• Minutes</li> <li>• Personnel Report</li> </ul>	<ul style="list-style-type: none"> <li>• Self-Assessment and Plan of Correction</li> <li>• Adjourn</li> </ul>
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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
	<b>-Official Installation of New Officers-</b>	Gordon Chatham introduced and swore in Misty Brooks as the Vice Chair.
1.	<b>Introductions &amp; Brief Announcements</b>	The meeting was called to order at 9:35am by Michelle Holvik.
2.	<b>Minutes</b>	A motion was made by Sara Goodrich and seconded by Misty Brooks to approve the minutes. Motion passed.
3.	<b>Nutrition and Food Program Training</b>	Michelle Behling gave an overview of the food program highlighting the center menus and the focus on nutrition requirements for each meal. Nicole Collins asked Michelle about vegetarian options. The two will connect via email to discuss vegetarian recipe options.
4.	<b>HR Trends and Overview Training</b>	Amber Butcher gave the HR training that included trends in employee separations, COVID-19 data and precautions, and exposure guidelines for staff. We have only had one confirmed spread of COVID-19 since the beginning of the pandemic, indicating that our precautions are very effective.
5.	<b>School Readiness Goals/Child Outcomes Training</b>	Tessa Buell and Christina Knowles displayed the HS and EHS data from 2019-2020 DRDP child outcomes. They compared Fall and Winter data that showed a considerable increase in child DRDP outcomes. Unfortunately, due to COVID-19 and the stay at home order, Spring data was not collected in 2020.
6.	<b>Fiscal Report</b>	Tracey Vierra gave the January Fiscal Report. Head Start expenditures were \$613,499 and year to date expenses are 38.68%. Admin expenses were 9.59% and in kind is 0%. Early Head Start expenditures were \$496,811 and year to date expenses are 38.35%. Admin expenses were 8.62% and in kind is 0%. FCC

		expenditures were \$36,749 and year to date expenses are 28.84%. Admin expenses were 7.58% 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.	<b>Director's Report</b>	Gordon Chatham gave the Director's Report that included an overview of program operations, facilities update, and Program Planning. Gordon also reported that our FA2 review went very well.
8.	<b>Progress/Attendance Report</b>	Amanda Keefer discussed the Progress and Attendance Reports. Shasta Head Start has an attendance goal of 90%.
9.	<b>Personnel Reports</b>	Gordon Chatham presented the Personnel Report. A motion was made by Chris Hiller and seconded by Belle Knight to approve the Personnel Report. Motion passed.
10.	<b>Self-Assessment and Plan of Correction</b>	The PC reviewed the Self-Assessment and Plan of Correction they received at the last meeting. A motion was made by Jesenia Ortiz-Andalon and seconded by Sara Goodrich to approve. Motion passed.
11.	<b>HS/EHS Grant Application Process</b>	Gordon Chatham informed the PC that the yearly grant application process will be starting soon. We will receive a funding letter, then submit our grant drafts to the PC and BOD for approval before submitting them to the Office of Head Start.
12.	<b>Grant Consolidation</b>	Gordon Chatham is exploring merging our two grants into one grant. This would save us time with grant applications and reporting. Currently we have two grants, one for HS/EHS and one for FCC Partnership. He will write up a proposal for action next meeting.
13.	<b>Annual Report</b>	Glori Rhodes displayed the Annual Report and gave them an overview of the pages. The final draft will be posted to the website.
14.	<b>Other Discussion</b>	PC members mentioned that more Learning Genie training is needed for parents. Amanda Keefer and Glori Rhodes will speak to Tessa Buell and arrange a Learning Genie training for the PC in April
15.	<b>Items to take back to parent meetings</b>	Items included: In-Kind can be accepted in the form of donated items, importance of dental exams (Hill Country is good), and SHS is having a dental clinic in March.
16.	<b>Adjournment</b>	A motion was made by Misty Brooks and seconded by Sara Goodrich to adjourn the meeting at 11:51. Motion passed.

Approved as to form and content:



Michelle Holvik, Policy Council Chair

Acknowledged:



Carol Nye, Board of Directors Vice Chair