

**Shasta Head Start
Policy Council Meeting Minutes
Zoom Meeting
May 24th, 2022**

Time Convened: 9:35 am

Meeting Adjourned: 10:35 am

Attendees:

PC Present: Silvia Velasquez, Sarah Jorgenson, Lisa Cutts, Melissa Kalinowski	Shasta Head Start Staff: Gloriana Rhodes Gordon Chatham Tracey Vierra Amanda Keefer
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Action Items:

<ul style="list-style-type: none"> • Minutes • Personnel Report 	<ul style="list-style-type: none"> • HS/EHS Grant • Adjourn
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	AGENDA ITEM/TOPIC	DISCUSSION/SUMMARY
1.	Introductions & Brief Announcements	The meeting was called to order at 9:35 am by Silvia Velasquez, PC Secretary.
2.	Minutes	A motion was made by Melissa Kalinowski and seconded by Lisa Cutts to approve last meeting's minutes. Motion passed.
3.	Fiscal Report	Tracey Vierra gave the Fiscal Report. Head Start expenditures were \$555,205 and year to date expenses are 59.69%. Admin expenses were 7.62% and in kind is 84.04%. Early Head Start expenditures were \$447,727 and year to date expenses are 56.42%. Admin expenses were 9.53% and in kind is 56.27%. Tracey will be able to add state funding to the HS In-Kind, but she believes we will need a waiver for EHS In-Kind. There are now adult meals on the meal count recap form because now our teachers are able to eat with the children in center!
4.	Director's Report	Gordon Chatham gave the Director's Report that included our scholarship winner, Ava Arsenault. He announced that our last day of part day classes was May 24 th . The Burney Center is finished except for the playground. The playground will be completed by July. Gordon met with the Weed Elementary School superintendent who is working on rebuilding the whole school and wants to build an ECE wing. A classroom for us would be included in this new wing. Gordon hopes we can set this up and enter into an agreement where we contribute some funding to build a portion of the new wing and be able to provide uninterrupted HS service for 30 years. The Cluster meeting was May 4 th and it was the first in person meeting since 2019. Gordon presented the new organizational chart. A new accounting manager was hired and oversees the day to day accounting and ERSEA. Tracey is taking on many operations director duties and now oversees the facilities department.
5.	Attendance and Progress Report	Amanda Keefer presented the Progress and Attendance Reports. Shasta Head Start has an attendance goal of 90%. We are almost at the end of the year with our monitoring. Our current enrollment is a little low, as is our waitlist. We start enrolling for the 22-23 school year on June 1 st .

6.	Personnel Report	Gordon Chatham presented the personnel report. A motion to approve was made by Melissa Kalinowski and seconded by Lisa Cutts. Motion passed.
7.	HS/EHS Grant Application	Gordon Chatham presented the grant. There will be a slot reduction of 10% because it can be approved at the regional office. This will cause us to go down 73 slots in head start. We will remove our half day PM classes and use duration hours to extend the class hours. This fits with families' needs and will keep one class to one classroom. Most of our waitlist are families who need extended days. The slot reduction changes our grant allocation, but the total grant amount remains the same. We are receiving COLA and Quality which will both go towards staff wage increases. A motion was made by Lisa Cutts and seconded by Melissa Kalinowski to approve the continuation funding grant application. Motion passed.
8.	CDE Evaluation	Amanda Keefer presented the CDE Evaluation, also called the Program Self-Evaluation. She explained the general process and how we involve staff and governing bodies in our self-evaluation, and each section where we show that our program is meeting standards. This is submitted annually on June 1 st .
9.	Summer Quorum	We will not have a PC meeting in July, August, or September as we will break for summer quorum.
10.	Items to take back to Parent Meetings	Items to take back to parent meetings included: In-Kind, both PC reps and alternates should come to the PC meetings, grant submission, enrolling for next year, and refer prospective staff.
11.	Adjourn	A motion was made by Melissa Kalinowski and seconded by Sarah Jorgenson to adjourn the meeting at 10:35 am. Meeting adjourned.

Approved as to form and content:

Silvia Velasquez, PC Secretary