

**Shasta Head Start
Policy Council Minutes
Zoom Meeting
April 25, 2023**

Time Convened: 9:34 am

Meeting Adjourned: 10:02 am

Attendees:

PC Present: Melissa Kalinowski Katelynn Perez Silvia Velasquez Michaela Crain	Tina Cserep Margaret Crawford Monique Garber	Shasta Head Start Staff: Gloriana Rhodes Amanda Keefer Michelle Behling	Gordon Chatham Tracey Vierra Tessa Buell
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Action Items:

<ul style="list-style-type: none"> • Minutes • Personnel Report Program Philosophy, Goals, and Objectives 	<ul style="list-style-type: none"> • Community Assessment • Employee Retention Bonus • Adjourn
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	AGENDA ITEM/TOPIC	DISCUSSION/SUMMARY
1.	Introductions & Brief Announcements	The meeting was called to order at 9:34 by Silvia Velasquez. Amanda Keefer announced that SHS is offering Families a 4 week class on Making Parenting a Pleasure curriculum. Lunch will be provided at all sessions. Online registration is available. She asked the PC to please share this information with parents. This will be at our Lake Center. Next year they will try to schedule it for outlying areas.
2.	Minutes	The PC reviewed the minutes. A motion was made by Melissa Kalinowski and seconded by Tina Cserep to approve the minutes. Motion passed.
3.	Nutrition Training	Michelle Behling presented the current menus for children at SHS centers. SHS does family style meals with the freshest ingredients possible. Michelle does monitoring 3 times a year and trains all cooks. Modifications for picky eaters can be made via a diet order from the child's doctor, then the SHS nutritionist will make the modifications. The staff works hard to encourage children to eat. Melissa Kalinowski expressed that doctor's notes for alternate diets are difficult to get. Gordon Chatham and Michelle will meet with the Health department to discuss this. It is possible SHS can help advocate with a doctor's office and get the note needed. Michelle shared that CACFP is the guidance we follow and they reimburse us for the food served. Center cooks have freedom to use cultural recipes while following the nutritional standards.
4.	Kindergarten Readiness Training	Tessa Buell shared the Kindergarten Readiness Guide with the PC. She explained transitional kindergarten and emphasized telling potential schools about any IEPs and discussing what support the

		schools can provide. Routines are very important for a smooth transition. Parents should be prepared for high emotions because school is mentally taxing on both the child and parents. Tessa reviewed literacy, numerical, social/emotional, and physical skills that will make children successful in kindergarten. There is a helpful checklist at the back of the guide Tessa encouraged parents to use.
3.	Fiscal Report	Tracey Vierra gave the Fiscal Report. Head Start expenditures were \$583,646 and year to date expenses are 48.21%. Admin expenses were 8.16% and in kind is 0%. Early Head Start expenditures were \$581,846 and year to date expenses are 48.57%. Admin expenses were 8.08% and in kind is 0%.
4.	Director's Report	Gordon Chatham gave the Director's Report which included the following: Gordon is confident that there are kids to serve out there, we just can't find enough teachers to serve them. The home based program is hard to fill, because it requires a lot from the parents. Other head starts in CA are struggling as well due to cost of living and universal pre-K. Our funding is based on federal costs, not California costs. The school districts have a lot of funding currently, and they are recruiting aggressively. Not many are entering the ECE field. Gordon is working on developing a plan to solve our under enrollment problem. We have until May 12 th to submit an enrollment plan to the regional office. They will reevaluate us in 12 months. If we are not fully enrolled, they will monitor for 6 months and reevaluate again. Then, if we still aren't enrolled, they could reduce our funding. The region has an employment crisis- there is a shortage of staff throughout the state. TK is a factor, UPK is a factor, and in the last few years inflation made the industry less competitive. The region expects grantees to reduce enrollment and keep our total funding so we can be competitive with wages and get fully staffed and fully enrolled. Gordon is optimistic that we can be competitive and get people to come back to work for SHS. Getting past the wage hurdle is the first step. Facilities update: Shasta Lake is moving along. The city held us up, but the plans got approved last week and we should be up and running by next program year. We still need to get the playground installed. The Weed classroom had to close because they discovered soil contamination due to construction. They shut down, tested, neutralized, and now are reopen.
5.	Attendance and Progress Report	Amanda Keefer presented the Progress and Attendance Reports. Shasta Head Start has an attendance goal of 90%. Attendance was steady last month and we met the 10% disabilities enrollment requirement. There are many monitors in progress currently.
6.	Personnel Report	Gordon Chatham presented the personnel report. A motion was made by Melissa Kalinowski and seconded by Margaret Crawford to approve the personnel report. Motion passed.
7.	Program Philosophy, Goals, and Objectives	Gordon Chatham reminded the PC that this was presented last month. A motion was made by Margaret Crawford and seconded by Melissa Kalinowski to approve the program philosophy, goals, and objectives. Motion passed.
8.	Community Assessment	Gordon Chatham reminded the PC that this was presented last month. A motion was made by Margaret Crawford and seconded by Melissa Kalinowski to approve the Community Assessment. Motion passed.
9.	Draft Grant Application	Gordon Chatham presented the draft application. One of the major changes is a request for a slot reduction. He is asking for a reduction of 120 home based slots. The savings for this reduction will be rolled into wage comparability for staff. This will allow us to hire more staff for the center based 0-3 ages. Staffing these is a priority. SHS is asking to reduce just a few slots from HS: one class at Oakview and our Happy Valley Center. We will use the Oakview classroom to have a full day classroom. These funds will be rolled into our updated pay scale. This will help us meet our enrollment requirements.

		The reduction is from 663 to 501 total slots offered. Gordon asked the PC to read over the draft grant application. This will be up for approval next month.
10.	Employee Retention Bonus	On May 1st we are going to start advertising our sign on bonuses. Gordon Chatham wanted to do something for our current employees too. Gordon doesn't want staff those who stick with our program to be lured away by other sign on bonuses. The retention bonus will be for those employed June through August to keep staff. This will keep staff until COLA happens on September 1st. Hopefully mid-summer, Gordon can announce the new pay scale. Gordon looked at Region 9 CA and kindergarten teachers in our community to figure out wage comparability. Gordon clarified that the sign on bonuses cannot double dip with the retention bonus. A motion was made by Margaret Crawford and seconded by Melissa Kalinowski to approve the employee retention bonus. Motion passed.
11.	State Self-Evaluation	Next month Amanda Keefer will bring the completed evaluation and report to the PC. The yearly evaluation cycle is included in this: parent survey, self-assessment, monitoring, etc. This will show that we are meeting state standards.
12.	Take Back Items	Items included: Making Parenting a Pleasure flyer, In-Kind, upcoming parent cafes, and the Kindergarten Readiness Packet.
13.	Adjourn	A motion was made by Melissa Kalinowski and seconded by Margaret Crawford to adjourn at 11:30 am. Motion passed.

Approved as to form and content:

Melissa Kalinowski, Policy Council Chair

John Pappas, Board of Directors Chair