

**Shasta Head Start
Policy Council Minutes
Zoom Meeting
February 14, 2023**

Time Convened: 9:37 am

Meeting Adjourned: 10:02 am

Attendees:

PC Present: Melissa Kalinowski Katelynn Perez Silvia Velasquez	Tina Cserep Margaret Crawford	Shasta Head Start Staff: Gloriana Rhodes Amanda Keefer	Gordon Chatham Tracey Vierra
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Action Items:

<ul style="list-style-type: none"> • Minutes • Personnel Report 	<ul style="list-style-type: none"> • Self-Assessment Report and Plan of Correction • Adjourn
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	AGENDA ITEM/TOPIC	DISCUSSION/SUMMARY
1.	Introductions & Brief Announcements	The meeting was called to order at 9:37 by Melissa Kalinowski.
2.	Minutes	The PC reviewed the minutes. A motion was made by Silvia Velasquez and seconded by Margaret Crawford to approve the minutes. Motion passed.
3.	Fiscal Report	Tracey Vierra gave the Fiscal Report. Head Start expenditures were \$552,802 and year to date expenses are 34.63%. Admin expenses were 10.74% and in kind is 0%. Early Head Start expenditures were \$516,448 and year to date expenses are 34.51%. Admin expenses were 11.27% and in kind is 0%.
4.	Director's Report	Gordon Chatham gave the Director's Report which included the following: We are bringing back the EAT committee with a staff representative from each center to brainstorm activities for agency team building and staff participation. Shasta Lake construction should be completed by the end of May and functional for next program year. The application to build the Weed classrooms on the Weed Elementary Campus is still in process. Construction for this project should be completed by December 2024. We will remain in our current Weed location until then. The Parent Café on January 26 th went well. The Agency Picnic event is scheduled for the first time since 2019. It will be on June 3 rd at Anderson River Park.
5.	Attendance and Progress Report	Amanda Keefer presented the Progress and Attendance Reports. Shasta Head Start has an attendance goal of 90%. Food Service is onto their second round of food monitoring. The disabilities numbers will increase because there are 7 total ISFPs and IEPs in progress for our enrolled children. Yesterday Ed staff had a training where they did a "make and take" and learned about rhythm with drums.

6.	Personnel Report	Gordon Chatham presented the personnel report. A motion was made by Silvia Velasquez and seconded by Katelynn Perez to approve the personnel report. Motion passed.
7.	Self-Assessment Report and Plan of Correction	Gordon Chatham reported that we had a very successful Self-Assessment meeting. The report shows findings from the 5 areas examined. Gordon and the SHS leadership determined that the current goals do not need a plan of correction, as we will have updated goals in our new grant cycle application in May. A motion was made by Silvia Velasquez and seconded by Katelynn Perez to approve the Self-Assessment Report. Motion passed.
8.	Program Planning Results	Gordon Chatham presented the findings of the Program Planning meeting SWOT analysis. This is a part of our planning process and will help us in writing our grant. The second meeting had very few participants. Next year we will have this meeting on a day when we don't have kids at the center. We would like more parent participation as well. This meeting is very productive.
9.	COVID Mitigation Plan	Gordon Chatham informed the PC that the Office of Head Start had edited the performance standards and now requires a "COVID Mitigation Policy." We took our current plan and updated it in accordance with OSHA and CDC regulations. We were able to relax some restrictions. No policy or procedure changes will affect our parents.
10.	Weed Classroom Construction 1303	Gordon Chatham presented the updated 1303 for the Weed classroom construction. This will be voted on at the next meeting.
11.	Take Back Items	Items included: reminder to submit the Parent Survey, In-Kind, and announce there is a Parent Café on the 23 rd of next month.
12.	Adjourn	A motion was made by Katelynn Perez and seconded by Silvia Velasquez to adjourn at 10:02 am. Motion passed.

Approved as to form and content:

Melissa Kalinowski, Policy Council Chair

John Pappas, Board of Directors Chair