

**Shasta Head Start
Policy Council Minutes
Zoom Meeting
January 24, 2023**

Time Convened: 9:39 am

Meeting Adjourned: 11:21 am

Attendees:

PC Present: Melissa Kalinowski Katelynn Perez Silvia Velasquez	Bradley Perez Monique Garber	Shasta Head Start Staff: Gloriana Rhodes Amanda Keefer Diane Hacker Tessa Buell	Gordon Chatham Tracey Vierra Christina Knowles Jim Speakman
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Action Items:

<ul style="list-style-type: none"> • Minutes • Personnel Report • New Officers 	<ul style="list-style-type: none"> • Sign-on Bonus • Personnel Policies • Carryover Funds • Adjourn
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	AGENDA ITEM/TOPIC	DISCUSSION/SUMMARY
1.	Introductions & Brief Announcements	The meeting was called to order at 9:39 by Melissa Kalinowski. Diane Hacker announced that the Parent Café was open to all parents and coming up on Thursday, January 26 th at the Lake Center and encouraged the PC to inform the parents. She informed the PC that the Parent Survey would be sent to all parents via Learning Genie on January 27 th . Families can complete the surveys (one survey per family) online or they can complete a hard copy at their center.
2.	Minutes	The PC reviewed the minutes. A motion was made by Silvia Velasquez and seconded by Monique Garber to approve the minutes. Motion passed.
3.	School Readiness Goals and Child Outcomes	Tessa Buell and Christina Knowles presented the school readiness data from the DRDPs. They compared the Fall, Winter, and Spring data for preschool ages and infant/toddlers. The completed assessment numbers were low last year due to COVID- classroom closures and limited capacity in classrooms. Our kids still showed considerable growth as the year progressed, despite COVID. The Child Development Department will be doing a teaching training to work on raising the social/emotional measure and the language and literacy measure.
4.	Fiscal Report	Tracey Vierra gave the Fiscal Report. Head Start expenditures were \$635,898 and year to date expenses are 27.51%. Admin expenses were 10.54% and in kind is 0%. Early Head Start expenditures were \$605,489 and year to date expenses are 27.50%. Admin expenses were 10.50% and in kind is 0%.

5.	Director's Report	Gordon Chatham gave the Director's Report which included the new officers will be installed later in the meeting, Self-Assessment meeting went well, the Program Planning meeting is coming up, and he gave an overview of the planning process. The Head Start Performance Standards were updated back when COVID started for mandated (but not enforceable) mask wearing. OHS removed the mask requirement but not the vaccine requirements. Gordon said this is unfortunate, because we will need to keep the weekly testing requirement for our unvaccinated staff. This is inconvenient and other industries do not have this requirement. The Burney center has the new heating systems retrofitted to handle the low temperatures. They also finally have internet in the new building. At the Shasta Lake project, they have found asbestos and lead. This is being worked on and will be eradicated before the center is functional. It is an old building, and Gordon did not want to risk just painting over it. We are still on budget for the project despite the lead and asbestos.
6.	Attendance and Progress Report	Amanda Keefer presented the Progress and Attendance Reports. Shasta Head Start has an attendance goal of 90%. This month there has been quite a few out sick. Dental exams are increasing and look good. Hill Country will come back to centers to do cleanings. Child file monitors and record keeping monitors will be completed soon.
7.	Personnel Report	Gordon Chatham presented the personnel report. SHS has gotten more quality applications and new hires recently. Gordon said the application flow makes him cautiously optimistic. A motion was made by Bradley Perez and seconded by Monique Garber to approve the personnel report. Motion passed.
8.	New Officer Installation	Gordon Chatham led the newly elected officers in the swearing in ceremony. Melissa Kalinowski will continue as chair, Silvia Velasquez is the new Vice Chair, and Katelynn Perez is the new Secretary. A motion was made by Silvia Velasquez and seconded by Monique Garber to approve the new officers. Motion passed.
9.	Sign-On Bonus	Gordon Chatham revisited the Sign-On Bonus proposal with the PC. Last month, the PC did not approve, and the BOD approved, resulting in an Impasse. Before implementing the Impasse Policy, Gordon would like to explain the bonus more in depth. SHS is currently under enrolled because we do not have enough staff to open all of our classrooms. If we don't get fully enrolled, we are put on an "enrollment plan" with our regional office. Then, after a year, if we still can't get fully enrolled, the region will evaluate our funding and could reduce our funded slots. This bold sign-on bonus will show the regional office that we are working hard to recruit staff. There are many upcoming staff maternity leaves and many staff do not want to work over the summers. Melissa Kalinowski and Silvia Velasquez stated their concern that current teachers would feel unappreciated because of the large gap in retention bonus and sign-on bonus. Gordon and Tracey will look at the budget and present the PC with solid numbers for increasing the retention bonus with the logistics and budget impact. The PC agreed to this. A motion was made by Silvia Velasquez and seconded by Katelynn Perez to approve the Sign-On Bonus. Motion passed.
10.	Personnel Policies Update	Jim Speakman, acting HR Manager, presented the updates to the policies. These included updates to the Bereavement policy, FMLA and CFRA state requirements, and paid sick leave. The addition of paid sick leave will not cut into current PTO amounts and will accrue for staff at the same rate as their PTO.
11.	Carryover Funds	Tracey Vierra presented the Carryover Funds request. It is mostly program improvement funds for construction projects. OHS allows us to carry forward PI funds. A motion was made by Silvia Velasquez and seconded by Katelynn Perez to approve the Carryover Funds. Motion passed.

12.	Program Planning Meeting	Gordon Chatham announced that the Program Planning will be taking place this Friday, January 27 th . All staff, BOD, PC, and parents are encouraged to attend. There will be a second meeting on the 30 th at 5:30 pm for those who can't make it to the first one.
13.	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.
14.	Take Back Items	Items included: importance of In-Kind, Program Planning meeting, upcoming Parent Café, and the Parent Survey
15.	Adjourn	A motion was made by Katelynn Perez and seconded by Silvia Velasquez to adjourn at 11:21 am. Motion passed.

Approved as to form and content:

Melissa Kalinowski, Policy Council Chair

John Pappas, Board of Directors Chair