

**Shasta Head Start  
Policy Council Minutes  
Zoom Meeting  
October 25, 2022**

Time Convened: 11:03 am

Meeting Adjourned: 12:11 pm

**Attendees:**

PC Present: Melissa Kalinowski Margaret Crawford Silvia Velasquez Bradley Perez Tracie Knight	Tina Cserep Katelynn Perez Monique Garber Tanisha Coleman	Shasta Head Start Staff: Gloriana Rhodes Amanda Keefer	Gordon Chatham Tracey Vierra
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**Action Items:**

<ul style="list-style-type: none"> <li>• Minutes</li> <li>• Personnel Reports</li> </ul>	<ul style="list-style-type: none"> <li>• Fiscal Policies</li> <li>• Budget Revision</li> <li>• Adjourn</li> </ul>
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	AGENDA ITEM/TOPIC	DISCUSSION/SUMMARY
1.	<b>Introductions &amp; Brief Announcements</b>	The meeting was called to order at 11:03 by Melissa Kalinowski.
2.	<b>Minutes</b>	The PC reviewed the minutes. A motion was made by Silvia Velasquez and seconded by Bradley Perez to approve the June minutes. Motion passed. A motion was made by Silvia Velasquez and seconded by Tina Cserep to approve the August minutes. Motion passed. A motion was made by Silvia Velasquez and seconded by Tina Cserep to approve the September minutes. Motion passed.
3.	<b>Fiscal Report</b>	Gordon Chatham gave the Fiscal Report, explaining financial statements, cost per child, meal reimbursement, and In-Kind. Head Start expenditures were \$476,513 and year to date expenses are 6.35%. Admin expenses were 9.10% and in kind is 0%. Early Head Start expenditures were \$443,321 and year to date expenses are 5.97%. Admin expenses were 9.20% and in kind is 0%. This year we do not have an In-Kind requirement, but we will keep our In-Kind collection processes in place.
4.	<b>Director's Report</b>	Gordon Chatham gave the Director's Report which included agency operations, In-Service, Enrollment Priority and Selection Committee, Parent Café, facilities update, and federal updates. This month we have gotten three rehires from other agencies. We are actively trying to recruit new staff with a new online ad campaign. Gordon clarified that we are still running bids for the Shasta Lake City remodel- we have not chosen a contractor as of today. The federal update included a memorandum that lists the types of incidences that should be reported to licensing.

5.	<b>Attendance and Progress Report</b>	Amanda Keefer presented the Progress and Attendance Reports. Shasta Head Start has an attendance goal of 90%. Amanda described the changes on the graphs and highlighted the lines showing standards. Numbers will increase as the year progresses.
6.	<b>Personnel Reports</b>	Gordon Chatham presented the personnel reports. It was noted that two of the separations listed on the September Report were already returning. A motion was made by Silvia Velasquez and seconded by Katelynn Perez to approve the personnel reports May, June, July, August, and September. Motion passed.
7.	<b>Eligibility and Fraud Prevention Training</b>	Gordon Chatham trained the PC on our program's eligibility requirements and reviewed the definition of fraud.
8.	<b>Monitoring Report and Training</b>	Amanda Keefer described our monitoring cycle and each stage in the process. She showed the report of monitors completed last program year. All monitors that did not meet standards were corrected.
9.	<b>Fiscal Policies</b>	Tracey Vierra introduced herself to the PC and explained that the changes to the policies were just title changes. A motion was made by Bradley Perez and seconded by Monique Garber. Motion passed.
11.	<b>Budget Revision</b>	After speaking to our regional specialist, Gordon Chatham explained that this does not need approval, as the revision was already approved as a part of our grant. No action needed.
12.	<b>Committee Sign Ups</b>	Gordon Chatham described the committees and encouraged the PC to contact Glori Rhodes to sign up.
13.	<b>Take Back Items</b>	Items included: importance of In-Kind, telling parents who their center reps are, Adult Code of Conduct, encourage both Reps and Alts to attend PC meetings, encourage parents to sign up to be an alternate if their center doesn't have one
14.	<b>Adjourn</b>	A motion was made by Silvia Velasquez and seconded by Bradley Perez to adjourn at 12:11 pm. Motion passed.

*Approved as to form and content:*

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Melissa Kalinowski, Policy Council Chair

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John Pappas, Board of Directors Chair