

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

Time Convened: 11:47 am

Meeting Adjourned: 12:48 am

Attendees:

<p>PC Present: Silvia Velasquez Nicole Christie Marbella Funez Connie Grunder Izabel Santana Martin Santana</p>	<p>Noel Miller Chris Hiller Ashley Isiderio RonnieSue Beckworth Sabel Hernandez Melissa Kalinowski</p>	<p>Shasta Head Start Staff: Gordon Chatham Amanda Keefer Tracey Vierra Diane Hacker Amy Lawson</p>
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Action Items:

<ul style="list-style-type: none"> • Minutes • Personnel Report • Composition of PC 	<ul style="list-style-type: none"> • Adjourn
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AGENDA ITEM/TOPIC	DISCUSSION/SUMMARY
1. Introductions & Brief Announcements	None
2. Minutes	The PC reviewed the minutes for August. A motion was made by Silvia Velasquez and seconded by Noel Miller to approve August minutes. Motion passed.
3. Monitoring Training	Amanda Keefer gave a training on our annual monitoring cycle.
4. Directors Report	Gordon Chatham gave the Director's Report which included agency enrollment, Priority and Selection Committee, Enrollment, Staffing, In-Service, and facilities update. We are actively trying to recruit new staff with a new online ad campaign.

5.	Fiscal Report	Tracey Vierra gave the Fiscal Report, explaining financial statements, cost per child, meal reimbursement, and In-kind. Head Start expenditures were \$671,727 and year to date expenses are 8.27%. Admin expenses were 8.31% and in kind is 0%. Early Head Start expenditures were \$612,406 and year to date expenses are 7.81%. Admin expenses were 7.94% and in kind is 0%.
6.	Attendance and Progress Report	Amanda Keefer presented the Progress and Attendance Reports. Shasta Head Start has an attendance goal of 90%. Amanda described the graphs and highlighted the lines showing standards. Numbers will increase as the year progresses.
7.	Personnel Report	Gordon Chatham presented the personnel report for September. A motion was made by Silvia Velasquez and seconded by Ronnieus Beckworth to approve the personnel report for September. Motion passed.
8.	Minutes	The PC reviewed the minutes for July and September. A motion was made by Silvia Velasquez and seconded by Ronnieus Beckworth to approve August minutes. Motion passed.
9.	Personnel Report	Gordon Chatham presented the personnel reports June, July, and August. A motion was made by Silvia Velasquez and seconded by Ronnieus Beckworth to approve the personnel report for June, July, and August. Motion passed.
10.	Composition of PC	The PC review our composition of policy council policy for approval. A motion was made by Silvia Velasquez and seconded by Noel Miller to approve the composition of policy council policy. Motion passed
11.	401k Audit	Tracey Vierra presented our 2022 401k audit results information.
12.	Community Reps	Gordon Chatham presented our policy council community representatives Margaret Crawford with Rowell Family Empowerment of Northern CA and Vicky Rinear with Far Northern Regional Center.
13.	Governance Calendar	Gordon Chatham presented our 2023-2024 Governance Calendar.
14.	Meeting Calendar	Gordon Chatham presented the Board and Policy Council Meeting Calendar for 2023-2024.
15.	Code of Conduct and Conflict of Interest	Gordon Chatham presented the Board of Directors and Policy Council Members Code of Conduct and Conflict of Interest Policy.
16.	Adjournment	Melissa Kalinowski asked to adjourn the meeting. A motion was made by Silvia Velasquez and seconded by Ronnieus Beckworth to adjourn the meeting. Motion passed. Meeting Adjourned at 12:48 pm.

Approved as to form and content:


Melissa Kalinowski, Policy Council Chair


Silvia Velasquez


Linda Cole, Board of Directors Secretary