

**Shasta Head Start
Policy Council Meeting Minutes
Hybrid Meeting
December 19, 2023**

Time Convened: 9:35 am

Meeting Adjourned: 10:45am

Attendees:

<p>PC Present: Noel Miller Ashley Isiderio Kylee Anderson Isabel Hernandez Marabella Funez Connie Grunder Kristen Johnson</p> <p>On Zoom: Silvia Velazquez Lauren Taksa</p>	<p>PC Absent: Margaret Crawford, Luis Alvarez, Ronniesue Beckworth, Morgan Swanson, Melissa Galindo, Norma Platner, Tyson Casper, Cady Schell, Kayla Peterson, Nicole Christie, Charline Gonzalez, Morganne Lewin, Aaron White, Chris Hiller, Charity Monson, Carlie Wallace, Sierra Saylor, Tera Gregston Rachael Townsley, Tiffany Young, Nathan Smith</p>	<p>Shasta Head Start Staff: Amanda Keefer Tracey Vierra Diane Hacker Amy Lawson Cassie Johnson Kaylee Cambra</p>
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Action Items:

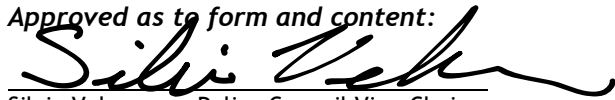
<ul style="list-style-type: none"> • Minutes • Personnel Report 	<ul style="list-style-type: none"> • Personnel Policy Updates • Adjourn
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	AGENDA ITEM/TOPIC	DISCUSSION/SUMMARY
1.	Introductions & Brief Announcements	None
2.	Minutes	The PC reviewed the minutes for November. A motion was made by Connie Grunder and seconded by Isabel Hernandez to approve November minutes. Motion passed.
3.	Earned Income Tax Credit (EITC)	Diane Hacker presented the EITC info. Tax season coming soon. Making everyone aware of what EITC is. CA and Federal EITC. Free money back to you when you file your taxes. Discussed eligibility.
4.	Parent Survey Announcement	Diane Hacker discussed Parent Survey coming out mid-January. Should be returned to us in February. Link will be sent out via Learning Genie.


5.	Fiscal Report	Tracey Vierra gave the Fiscal Report. Head Start expenditures were \$642,537 and year to date expenses are 24.74%. Admin expenses were 10.35% and in kind is 0%. Early Head Start expenditures were \$584,515 and year to date expenses are 23.17%. Admin expenses were 8.84% and in kind is 0%. Tracey also went over bank statements, check history report, outlined big projects (paid off Lake building), PTO bank accounts, payroll report, Credit card report, and food report. No questions from PC.
6.	Directors Report	Amanda Keefer presented the Directors Report which included Policy Council update, Program Self-Assessment, Program Planning, Holiday activities (120 families, 216 children), and Federal Notice of Proposed Rulemaking from OHS.
7.	Attendance Report	Amanda Keefer presented the Attendance Reports for HS and EHS. Shasta Head Start has an attendance goal of 90%. Amanda described the graphs and highlighted the lines showing standards.
8.	Monthly Progress Report	Amanda Keefer presented the Monthly Progress Report. Doing a lot of monitoring recently. Health and developmental screenings being completed. Discussed enrollment and disabilities. Question from Silvia: Do we ever cutoff if we get to a certain percentage of disabilities? Monthly Meeting takes place to discuss. Not a cutoff.
9.	Personnel Report	Amanda Keefer presented the personnel report for November. A motion was made by Connie Grunder and seconded by Kylee Anderson to approve the personnel report. Motion passed.
10.	Officer Election Results / New Officer Announcement	Chairperson: Nathan Smith Vice Chairperson: Tyson Casper Secretary: Morganne Lewin No new officers were present at today's meeting.
11.	Outgoing Officer Recognition	Amanda acknowledged Melissa and Silvia, greatly appreciate flexibility.
12.	Selection Priorities	Amanda shared policy for selection. No changes this year. Discussed primary categories and eligibility. Will be on agenda next month for approval.
13.	Personnel Policy Updates	Kaylee Cambra presented personnel policy changes and updates. First change: Combining PTO and sick leave accrual. Displayed new accrual rates. Added portion for paid sick leave for temporary employees. We will no longer be offering administrative leave. A motion was made by Connie Grunder and seconded by Kylee Anderson to approve the personnel report. Motion passed.
14.	Self-Assessment Meeting	Amanda presented the flyer for the Self-Assessment Meeting in January. Went through categories listed.
15.	Take Back Items	Parent Survey EITC New Officers In Kind

		Question about mileage reimbursement, paper checks have been mailed.
16.	Adjournment	Silvia asked to adjourn the meeting. A motion was made by Kylee Anderson and seconded by Connie Grunder to adjourn the meeting. Motion passed. Meeting Adjourned at 10:45am.

Approved as to form and content:



Silvia Velazquez, Policy Council Vice-Chairperson



Linda Cole, Board of Directors Chair