

**Shasta Head Start  
Policy Council Meeting Minutes  
Hybrid Meeting  
January 23, 2024**

Time Convened: 9:30 am

Meeting Adjourned: 11:12 am

Attendees:

<p><b>PC Present:</b> Noel Miller (left at 10am) Connie Grunder Kylee Anderson Tyson Casper Nicole Christie Margaret Crawford Ashley Isiderio Marabella Funez</p> <p><b>On Zoom:</b> Tiffany Young Lauren Taksa Morgan Swanson Luis Alverez</p>	<p><b>PC Absent:</b> Ronnie Sue Beckworth, Melissa Galindo, Norma Platner, Cady Schell, Kayla Peterson, Charline Gonzalez, Morganne Lewin, Aaron White, Chris Hiller, Charity Monson, Carlie Wallace, Sierra Saylor, Tera Greggston, Rachael Townsley, Nathan Smith, Kristen Johnson, Isabel Hernandez, Silvia Velazquez</p>	<p><b>Shasta Head Start Staff:</b> Amanda Keefer Tracey Vierra Christina Knowles Tessa Buell Amy Lawson Cassie Johnson Kaylee Cambra</p>
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**Action Items:**

- Minutes
- Personnel Report

- Personnel Policy Updates
- Adjourn

AGENDA ITEM/TOPIC	DISCUSSION/SUMMARY
<p><b>1. Introductions &amp; Brief Announcements</b></p>	<p>Tyson called meeting to order at 9:30am.  Margaret has announcement - looing for HS parent who has a child with a disability and is bilingual. Job opening at Rowell.  Chairperson: Tyson Casper Vice Chairperson: looking for volunteers. Need to recruit for vice chair. Secretary: Ashley Isiderio</p>
<p><b>2. New Officers Installed</b></p>	<p>Tyson was vice chair. Chair had to step down due to scheduling conflict.</p>

		Gordon installs new officers, reads responsibilities for each position. Marbella Funez makes motion to install new officers. Connie Grunder seconds motion. No one opposes. Motion passed
3.	Minutes	The PC reviewed the minutes for December. No questions. A motion was made by Connie Grunder and seconded by Kylee Anderson to approve December minutes. Motion passed.
4.	School Readiness Goals/Child Outcomes	Christina Knowles and Tessa Buell presented School Readiness Goals/Child Outcomes data from 2023.
5.	Fiscal Report	Tracey Vierra gave the Fiscal Report for December 2023. Head Start expenditures were \$702,232 and year to date expenses are 33.39%. Admin expenses were 8.48% and in kind is 7.99%. Early Head Start expenditures were \$679,281 and year to date expenses are 31.84%. Admin expenses were 7.41% and in kind is 9.77%. Tracey also went over low-cost extensions, funds allocated for Weed and SLC, cost per child. In Kind - Sept, Oct, Nov have been entered, still need to enter Dec. Noel Miller had question about health insurance, asking if it's possible to lower co-pays and deductibles. Gordon explained we have a high deductible plan so that we can give employees covered healthcare. Suggests Health Savings Account. HS can't afford a low deductible plan. If we had a low deductible plan, we would have to charge a premium to employees. Amanda also reminded everyone that we have services available to employees to explain benefits. Gordon mentioned Telemed, free service available to employees 24/7. Marbella Funez asked how does in kind correspond with funding? Tracey Vierra explained we need \$0.25 for each dollar. Activity sheets, bringing in supplies - Connie Grunder asked what more they can do to increase funding. Comment in zoom chat: Tiffany Young recommending creating a flyer that explains in-kind and lists examples for supplies that should be brought in. We should create and share a list. If we don't match by the 25%, we must give funds back. Tiffany Young asked if we get a lot of food from Costco, sees many Costco charges on CC.
6.	Directors Report	Gordon Chatham presented the Directors Report. Went over enrollment, facilities update (center improvements), On Friday we have Program Planning, two options for meeting. Currently on enrollment plan. Very close to being fully staffed. Required to be at 97% by April for enrollment. Opening SLC center soon, will serve 16 children. Weaverville has been struggling. Gordon addressed issues we face getting fully enrolled - over income families, rural areas, staffing.

		Gordon also went over Federal Updates. PI = Program Instructions. Change of due dates for federal reporting.
		No questions from PC members.
7.	Attendance Report	Amanda Keefer presented the Attendance Reports for HS and EHS. Shasta Head Start has an attendance goal of 90%, which aligns with public school standards for attendance.  Question from Tiffany Young - does attendance count for snow days? Does a snow day negatively affect attendance rates? Amanda clarified we only take attendance on school days when children should be present. We look at attendance individually, for any kids who have under 85% attendance.  Tiffany Young asked about help with transportation. Amanda guided Tiffany to talk to Family Worker about transportation, community specific resources that are available. Tiffany asking for other parents. Tiffany had an idea about getting a van donated, Gordon noted that was not something that was within our regulations.
8.	Monthly Progress Report	Amanda Keefer presented the Monthly Progress Report. Screenings that are preformed to ensure well child exams. Progress from Nov - Dec 2023. Went over ongoing monitoring, sites evaluated to ensure environments are safe.
9.	Personnel Report	Gordon presented the personnel report for December. A motion was made by Connie Grunder and seconded by Isabel Hernandez to approve the personnel report. Motion passed.
10.	Personnel Policies Update	Kaylee Cambra presented personnel policies updates. Update to Paid Sick Leave policy. Was discussed in December, made further updates. Policy we had before was PTO and sick leave accrual. We went a couple weeks into the new year, and decided this would be the better way. We didn't think we were being conservative enough with prior policy, updated to more conservative. No negative impact to an employee if they use their PSL. Connie Grunder made Motion to approve. Kylee Anderson seconded. Motion passed.
11.	Selection Priorities	Gordon went over Selection Priorities. Presented last month. How we point families to rank them in order of criteria. If family meets criteria, they get points, puts them in order on the wait list. Performance standard states we must serve the neediest of they needy.  A motion was made by Connie Grunder and seconded by Marbella Funez to approve the selection priorities. Motion passed.
12.	Program Planning Process	Gordon presented the Program Planning Process. Program Planning meeting this Friday. Information about how Program Planning cycle works.
13.	Program Area Roadmaps	Amanda presented Program Area Roadmaps. Meeting this Friday is one opportunity to gather data. Assessment data, for example, is one step in this process. Constantly going through this cycle. Acorn evaluations are data specialists. Improving systems for tracking data. Amanda has goal around monitoring - how we collect data.

14.	Take Back Items	<ol style="list-style-type: none"> <li>1. Health Savings Account. Staff can contact HR or refer to SOPs.</li> <li>2. In-Kind list.</li> <li>3. Part time job - Rowell Family Empowerment. Margaret will send job info to Amy.</li> <li>4. Parent Survey will be sent out via Learning Genie on Friday.</li> <li>5. Dental Clinic coming in March.</li> </ol> <p>Lauren asked about how they can extend classroom hours at Mt Shasta. Gordon confirmed the best time to bring that up is during planning. This is something that is on our radar - it was noted that longer hours equal higher cost. Gordon assured Lauren that he would keep in consideration and bring up during planning.</p>
15.	Adjournment	<p>Connie Grunder asked to adjourn the meeting. A motion was made by Marbella Funez and seconded by Kylee Anderson to adjourn the meeting. Motion passed. Meeting Adjourned at 11:12 am.</p>

*Approved as to form and content:*

  
Tyson Casper, Policy Council Chair

  
Linda Cole, Board of Directors Chair