

**Shasta Head Start  
Policy Council Meeting Minutes  
Hybrid Meeting  
February 20, 2024**

Time Convened: 9:32 am

Meeting Adjourned: 10:25 am

Attendees:

<p><b>PC Present:</b> Tyson Casper Margaret Crawford Isabel Hernandez</p> <p><b>On Zoom:</b> Ashley Isiderio</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 Gregston, Rachael Townsley, Nathan Smith, Kristen Johnson, Silvia Velazquez, Marabella Funenz, Connie Grunder, Kylee Anderson, Noel Miller, Nicole Christie, Tiffany Young, Lauren Taksa, Morgan Swanson, Luis Alverez</p>	<p><b>Shasta Head Start Staff:</b> Gordon Chatham Tracey Vierra Amy Lawson Cassie Johnson Michelle Behling Jess Dennis</p> <p><b>On Zoom:</b> Amanda Keefer</p>
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**Action Items:**

- Minutes
- Personnel Report

- Personnel Policy Updates
- Adjourn

AGENDA ITEM/TOPIC	DISCUSSION/SUMMARY
<p><b>1. Call to Order &amp; Brief Announcements</b></p>	<p>Tyson called meeting to order at 9:32 am.</p> <p>Cassie/admin announcement: new Spanish translator widget has been added to our shastahheadstart.org website.</p> <p>Amy Lawson: Parent Surveys went out; we have already received 105 back. Last year, we only got about 20 back. Isabel Hernandez noted she received many notifications, which helped her remember to complete.</p> <p>Tyson Casper wanted to add - last meeting we discussed doing a new in-kind list. Noticed at Gateway center, someone updated the list, we have been getting a lot of positive feedback.</p>
<p><b>2. Minutes</b></p>	<p>The PC reviewed the minutes for January. No questions. A motion was made by Margaret Crawford and seconded by Isabel Hernandez to approve January minutes. Motion passed.</p>

3.	Nutrition	<p>Michelle Behling presented Nutrition data. Displayed menus that we are providing this year. Noted the 2 yr. old menu is exactly like the menu for 3-5 yr. olds, except serving size. 2-year-olds do not get goldfish crackers. Michelle just had meeting with cooks for next year menu. Next year menu will have more options. Pulling hamburger and pulled pork from future menus. International cookbook options, lunches can be swapped out. Michelle encourages new food introductions. Asking for menu input on parent survey; if parents want to see anything added to menu. Michelle works hard with staff to find out what kids like and don't like.</p> <p>Isabel Hernandez commented that she would like to see a little more protein in the morning, noting that her children like ham/sausage. She included this feedback in her parent survey. Michelle explained that protein is not reimbursed, also protein is on menu twice per week without removing grain component.</p> <p>The menu did have vegetarian meals once per week. Kids love grilled cheese and tomato soup; they love spaghetti and pizza - all of these will be on the menu twice. We are fortunate to be purchasing from local stores and cisco. Menu has vitamin C every day, and vitamin A every other day.</p>
4.	Disabilities and Mental Health / End of Year report	<p>Jess Dennis presented Disabilities/Mental Health data from 2023. Went over screeners. Shasta County is biggest county we serve. SHS works very closely with Rowell family services to acquire data. Social/emotional screeners are used with mental health. When children turn 3, we typically see an influx of behavior issues. 21 kids had Behavior Incident Reports (BIRs) this year. We also have positive behavior support plans, where we work to create an individualized plan for a child, so they can be more successful. We had a total of 104 referrals received for disabilities and mental health. Currently serving 58 children with disabilities, definitely over the min % requirement for enrollment. It was noted that the Mental Health report is typically delivered by the Mental Health Specialist, Jess is helping out this year since our previous Mental Health Specialist (Eileen) retired this year. We welcome Misty, our new Mental Health Specialist, to the team.</p>
5.	Directors Report	<p>Gordon Chatham presented the Directors Report. The CSPP contract was reviewed. Grateful to Ed staff and Amanda for working with reviewer. With enrollment, we have made EHS goal, and are working on the HS goal. Regarding planning, there are lots of disabilities and behaviors this year. Many additional families need our support. We are equipped to handle but need qualified staff. No questions from PC members.</p>
6.	Fiscal Report	<p>Tracey Vierra gave the Fiscal Report for January 2024. Head Start expenditures were \$789,594 and year to date expenses are 9.32%. Admin expenses were 9.83% and in kind is 16.65%. Early Head Start expenditures were \$746,990 and year to date expenses are 8.31%. Admin expenses were 8.58% and in kind is 16.31%.</p>
7.	Attendance/ Monthly Progress Report	<p>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. Enrollment looking a lot better, still working to getting fully enrolled.</p>
8.	Personnel Report	<p>Gordon presented the personnel report for January.</p>

		A motion was made by Isabel Hernandez and seconded by Margaret Crawford to approve the personnel report. Motion passed.
9.	<b>Self-Assessment &amp; Plans of Correction</b>	2024 Self-Assessment was presented by Gordon Chatham. Went through strengths, concerns, and recommendations. Part of program planning. No objectives currently, may have in future. Isabel Hernandez made Motion to approve. Margaret Crawford seconded. Motion passed.
10.	<b>Program Planning Results</b>	Gordon presented the Program Planning results. Went over strengths, weaknesses, opportunities, and threats. Will ask for approval next month, wanted to give PC a chance to look at them.  Tyson commented that it sounds like we have a lot more qualified people applying for teaching positions. Gordon noted that we will continue to hire and over hire qualified staff, and that it is hard to predict. We are pretty well staffed with center positions, just don't have a lot of substitutes, we are getting a lot of applications.
11.	<b>Take Back Items</b>	<ol style="list-style-type: none"> <li>1. In-Kind</li> <li>2. Rowell Family open position</li> <li>3. Spanish translator button on website</li> <li>4. Parent survey success</li> </ol>
12.	<b>Adjournment</b>	Tyson Casper asked if ready to adjourn the meeting. A motion was made by Isabel Hernandez and seconded by Margaret Crawford to adjourn the meeting. Motion passed. Meeting Adjourned at 10:25am.

*Approved as to form and content:*

  
Tyson Casper, Policy Council Chair

  
Linda Cole, Board of Directors Chair