

**Shasta Head Start  
Joint PC and BOD Meeting Minutes  
Hybrid Meeting  
March 28, 2024**

Time Convened: 4:33 pm

Meeting Adjourned: 6:33 pm

**Attendees:**

<p><b>BOD Present:</b> Linda Cole Wendy Dickens Jeanne Veich Bill Jostock</p>	<p><b>PC Present:</b> Tyson Casper, Isabel Hernandez, Kylee Anderson</p> <p><b>On Zoom:</b> Ashley Isiderio, Nathan Smith, Noel Miller</p> <p><b>PC Absent:</b> Ronniesue 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, Kristen Johnson, Silvia Velazquez, Marabella Funenz, Connie Grunder, Noel Miller, Nicole Christie, Tiffany Young, Lauren Taksa, Morgan Swanson, Luis Alverez</p>	<p><b>Shasta Head Start Staff:</b> Gordon Chatham Amanda Keefer Tracey Vierra Kaylee Cambra Diane Hacker Amy Lawson Cassie Johnson</p>
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**Action Items:**

<ul style="list-style-type: none"> <li>• Minutes</li> <li>• Personnel Report</li> <li>• Childcare Rate Increase</li> </ul>	<ul style="list-style-type: none"> <li>• Personnel Policies</li> <li>• Program Planning Plan</li> <li>• Adjourn</li> </ul>
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AGENDA ITEM/TOPIC	DISCUSSION/SUMMARY
<p><b>1. Call to Order &amp; Brier Announcements</b></p>	<p>Linda called meeting to order at 4:33pm</p>
<p><b>2. Minutes</b></p>	<p>The PC and BOD minutes were reviewed. A motion was made by Isabel Hernandez and seconded by Kylee Anderson to approve the PC minutes. Motion passed.</p> <p>Correction needed to Feb BOD minutes: Jeanne requested a sentence be removed from BOD minutes, confirmed she did not make the statement regarding separating children with behaviors.</p>

		A motion was made by Wendy Dickens and seconded by Jeanne Veich to approve the BOD minutes as revised. Motion passed.
3.	Family Outcomes (and PFCE)	Diane Hacker presented Family Outcomes (and PFCE) wanted to share some family outcomes from the 2022-2023 program year. Talked about Family Services process for gathering this data. One assessment is completed per family. Support, information, education is provided to families. Went over Family Goals and Completion rates.  Linda commented this is a lot of information, but looks like families did well. Great data, wonderful process.  Jeanne mentioned she will send ESQ Family Engagement tool - how to create goals with families.  No questions from Board or PC.
4.	Grant Application / Budget Training	Tracey Vierra presented on Grant Application and the Budgeting process.
5.	Parent Survey Results	Diane Hacker presented the results from the parent survey. Was done in Jan-Feb this year. Surveys are confidential. We received 129 completed surveys this year. Surveys received in years prior: 76 in 2023 58 in 2022 101 in 2021  Symptom tree getting updated soon.  Isabel Hernandez noted it was easier for her to attend Parenting meetings before her children were fully enrolled, when they had a Home Visitor.  Diane asked the Board and PC for ideas as how to get more parent involvement. Linda asked if childcare is no longer provided. Diane confirmed that we have a childcare reimbursement available. Jeanne commented that when she was a parent in the program, it was hard to find the time to attend parent meetings. There was a discussion around anxiety response, as there is a lot of anxiety right now.
6.	Fiscal Report	Tracey Vierra gave the Fiscal Report for February 2024. We also have provided the final report for August 2023.  Head Start expenditures were \$679,959 and year to date expenses are 51.23%. Admin expenses were 8.16% and in kind is 21.66%. Early Head Start expenditures were \$621,128 and year to date expenses are 49.39%. Admin expenses were 6.97% and in kind is 22.44%.  Gordon explained evolution of the ongoing Weed project over the past few years. Trying to get lease. Hoping to have two classrooms in Weed in the future.

7.	Directors Report	Gordon Chatham presented the Directors Report.  Adding one thing - will be on next months report. HS came out with a funding announcement for expansion. Opportunity to expand. EHS has a huge need in our community for infant/ toddler care. We can contract with providers to provide full day services, more hours. Gordon noted he is more interested in center care, rather than FCC. Will have capacity to write for 2 EHS classrooms at Lake center. Gordon also thinks it would be wise to get a toddler classroom in Weed. Will have more of an idea at the April meeting.
8.	Attendance/ Monthly Progress Report	Amanda Keefer presented the Progress and Attendance Reports. Shasta Head Start has an attendance goal of 90%. Amanda noted that Juniper A class in EHS had a late start to the program year.
9.	Personnel Report	Kaylee Cambra presented the personnel report for February. A motion was made by Wendy Dickens and seconded by Bill Jostock to approve the personnel report. Motion passed. A motion was made by Kylee Anderson and seconded by Isabel Hernandez to approve the personnel report. Motion passed.
10.	Annual Report	The 2022-2023 Annual Report draft was presented by Gordon Chatham. Wanted BOD and PC to get a look before we post on our website.
11.	Childcare Rate Increase	Diane Hacker presented our interest in increasing the childcare rate from \$10/hr. to \$15/hr.  No questions from PC or BOD.  A motion was made by Jeanne Veich and seconded by Wendy Dickens to approve the childcare rate increase. Motion passed. A motion was made by Kylee Anderson and seconded by Isabel Hernandez to approve the childcare rate increase. Motion passed.
12.	Personnel Policies	Kaylee Cambra presented the update to Personnel Policies  A motion was made by Wendy Dickens and seconded by Bill Jostock to approve the updated personnel policies. Motion passed. A motion was made by Isabel Hernandez and seconded by Kylee Anderson to approve the updated personnel policies. Motion passed.
13.	Funding Letter from ACF	Gordon Chatham presented the funding letter from Administration for Children & Families. Heard a rumor that COLA was approved.
14.	Program Planning Plan	Gordon Chatham presented the plan for Program Planning  A motion was made by Wendy Dickens and seconded by Jeanne Veich to approve the updated personnel policies. Motion passed.

		A motion was made by Isabel Hernandez and seconded by Kylee Anderson to approve the updated personnel policies. Motion passed.
15.	Take Back Items	<ol style="list-style-type: none"> <li>1. Childcare rate increase</li> <li>2. Parent Survey Results</li> <li>3. In Kind Donations</li> <li>4. Annual Report</li> </ol>
16.	Adjournment	<p>Linda asked if ready to adjourn the meeting. A motion was made by Linda Cole and seconded by Wendy Dickens to adjourn the meeting. Motion passed.</p> <p>A motion was made by Tyson Casper and seconded by Kylee Anderson to adjourn the meeting. Motion passed.</p> <p>Meeting Adjourned at 6:33pm.</p>

*Approved as to form and content:*

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Tyson Casper, Policy Council Chair

  
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Linda Cole, Board of Directors Chair