

**Shasta Head Start  
Policy Council Minutes  
Zoom Meeting  
May 23, 2023**

Time Convened: 9:34 am

Meeting Adjourned: 10:46 am

**Attendees:**

PC Present: Melissa Kalinowski Katelynn Perez Silvia Velasquez	Vicki Rinear Margaret Crawford	Shasta Head Start Staff: Gloriana Rhodes Amanda Keefer Jessica Dennis Diane Hacker	Gordon Chatham Tracey Vierra Eileen Kelley
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**Action Items:**

<ul style="list-style-type: none"> <li>• Minutes</li> <li>• Personnel Report</li> </ul>	<ul style="list-style-type: none"> <li>• Basic, T/TA, and COLA Grant Applications</li> <li>• State Self Evaluation</li> <li>• Adjourn</li> </ul>
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	AGENDA ITEM/TOPIC	DISCUSSION/SUMMARY
1.	<b>Introductions &amp; Brief Announcements</b>	The meeting was called to order at 9:34 by Silvia Velasquez.
2.	<b>Minutes</b>	The PC reviewed the minutes. A motion was made by Melissa Kalinowski and seconded by Katie Perez to approve the minutes. Motion passed.
3.	<b>Disabilities and Mental Health Training</b>	Jessica Dennis introduced herself as the Disabilities and Mental Health Manager. She presented the number of children with disabilities served, referral information, behavioral incident reports, and an overview of the connections program. 67 referrals came from Far Northern Regional Center and we are working on finding slots for these kids. Our agency is required to have 10% of our funded enrollment comprised of children with disabilities. Even with low enrollment, we meet that requirement. Eileen Kelley introduced herself to the group and presented her End of the Year Report. The main challenge they are facing this year is the risk to benefit ratio of having challenging behaviors in the classrooms and they are balancing Head Start rules of non-suspension and no expulsions with the Community Care Licensing rules for keeping children safe. She noted that the referral gender gap is closing- more girls are being referred than in the past. EHS referrals are increasing, which is good for early intervention. Staffing remains an issue because most kids have trouble with transitions. The agency is working on getting qualified, long-term staff.

4.	<b>Family Outcomes and PFCE</b>	Diane Hacker displayed the 21/22 Family Outcomes. 461 goals were written! Every family gets a Family Opportunity and Interest Assessment- and 674 of those were completed. Family Well-being was the highest need/opportunity recorded. She showed the goal completion rate over time.
5.	<b>Parent Survey Results Report</b>	Diane Hacker presented the results from the recent Parent Survey. There were 76 surveys submitted. 84% were very satisfied and 16% were satisfied. Diane read off some of the comments. The majority of comments were positive with some suggestions and concerns. For barriers to attending parent meetings, many parents said work, transportation, scheduling, and other. For the program as a whole, 0% were not satisfied! We offer a variety of ways parents can participate so those with busy schedules can still do In-Kind activities, etc. Each year Family Services conducts the survey, then takes the results to improve our program.
6.	<b>Fiscal Report</b>	Tracey Vierra gave the Fiscal Report. Head Start expenditures were \$ 533,031 and year to date expenses are 55.07 %. Admin expenses were 9.09% and in kind is 0%. Early Head Start expenditures were \$ 484,515 and year to date expenses are 54.70%. Admin expenses were 8.08% and in kind is 0%. Tracey mentioned the PI statements reflect the approved carryover funds added for the Shasta Lake City project and the Weed project.
7.	<b>Director's Report</b>	Gordon Chatham gave the Director's Report which included the following: Alumni Scholarship winner, last year of classes for part year classes, and resent cluster meeting. The Shasta Lake location is getting its playground started. There have been some equipment supply chain issues at that project. The Burney open house event was very successful. SHS had a Wolf Trap training for both staff and the community. We are working to get our name out in the community.
8.	<b>Attendance and Progress Report</b>	Amanda Keefer presented the Progress and Attendance Reports. Shasta Head Start has an attendance goal of 90%. Amanda noted that there are a few numbers missing for outlying areas' attendance. As centers close for the summer, all monitoring and assessments are being entered into Child Plus. Food Service is in round 3 of monitoring and the Safe Environments monitoring are finishing up.
9.	<b>Personnel Report</b>	Gordon Chatham presented the personnel report. A motion was made by Silvia Velasquez and seconded by Margaret Crawford to approve the personnel report. Motion passed.
10.	<b>Basic, T/TA, and COLA Grant Applications</b>	Gordon Chatham presented the final draft of our Basic, T/TA, and COLA Grant applications for the new 2023-2028 grant cycle. There are very few changes from the draft that was presented last month. Gordon mentioned that the main change this year is the reduction of slots to increase staff wages. A motion was made by Margaret Crawford and seconded by Silvia Velasquez to approve the Basic, T/TA, and COLA Grant applications for the new grant cycle of 2023-2028. Motion passed. Melissa Kalinowski asked when we would hear that OHS has approved our grant. Gordon hopes to hear back early August.
11.	<b>State Self Evaluation</b>	Amanda Keefer reviewed the State Self Evaluation. The yearly evaluation cycle is included in this: parent survey, self-assessment, monitoring, etc., showing that we are meeting state standards. SHS had a virtual state review the first week of Mya and they reported no findings or issues. We are doing very well as a program. A motion was made by Silvia Velasquez and seconded by Margaret Crawford to approve the State Self Evaluation. Motion passed.

12.	<b>Enrollment Plan</b>	Gordon Chatham shared that OHS has us on an enrollment plan. He presented the document that will record our streeety for enrollment, which is predominately finding qualified staff. It consists of various action plans. This document will be updated regularly to track our progress toward our goals. We are removing the requirement of doing THC preemployment drug testing in an attempt to make onboarding quicker for staff.
13.	<b>Summer Quorum</b>	Gordon Chatham mentioned that the PC has one more regular meeting in June, then will break until the PC Orientation in October, unless an emergency meeting is called. This will be an action item next meeting.
14.	<b>Take Back Items:</b>	Items included: Remember to submit In-Kind, the Making Parenting a Pleasure courses for parents are still happening, and the End of the Year Parent Meetings are coming up
15.	<b>Adjourn</b>	The meeting was adjourned at 10:46 am.

*Approved as to form and content:*

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Melissa Kalinowski, Policy Council Chair

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John Pappas, Board of Directors Chair