

**Shasta Head Start
Policy Council Meeting Minutes
Hybrid Meeting
May 21, 2024**

Time Convened: 9:36 am

Meeting Adjourned: 11:12 am

Attendees:

<p>PC Present: Margaret Crawford Connie Grunder</p> <p>On Zoom: Ashley Isiderio Tyson Casper Isabel Hernandez</p>	<p>PC Absent: Melissa Galindo, Cady Schell, Kayla Peterson, Charline Gonzalez, Morganne Lewin, Aaron White, Chris Hiller, Charity Monson, Carlie Wallace, Sierra Saylor, Rachael Townsley, Nathan Smith, Kristen Johnson, Kylee Anderson, Noel Miller, Nicole Christie, Tiffany Young, Morgan Swanson, Luis Alverez</p>	<p>Shasta Head Start Staff: Gordon Chatham Amanda Keefer Tracey Vierra Melissa Skudlarek Amy Lawson Cassie Johnson</p>
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Action Items:

<ul style="list-style-type: none"> • Minutes • Personnel Report • Instate New Co-Chair • Basic/TTA/COLA Grant Application • Fiscal Policies 	<ul style="list-style-type: none"> • Budget Revision • In-Kind Waiver • Employee Waitlist Incentive • Parent Waitlist Incentive • Adjourn
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AGENDA ITEM/TOPIC	DISCUSSION/SUMMARY
<p>1. Call to Order & Brief Announcements</p>	<p>Tyson Casper called meeting to order at 9:36 am.</p> <p>Ashley Isiderio asked if there might be another way we could do sign out and sign in, so the teacher doesn't have to turn their back on other students. Gordon said we can't change the process at this time, we have to sign them in and do a health check, we should always have adequate staff (3) to complete the sign in and health check.</p> <p>Connie Grunder noted there was a parent meeting yesterday, they talked about in kind and ways we could improve it. Repetition is key. Reminding parents about it might be helpful.</p>

2.	Minutes	The PC reviewed the minutes for March and April. No questions. A motion was made by Connie Grunder and seconded by Margaret Crawford to approve March & April minutes. Motion passed.
3.	Eligibility, Enrollment, and Prevention of Fraud Training	Melissa Skudlarek, Fiscal & Enrollment Manager for Shasta Head Start, presented on Eligibility, Enrollment, and Prevention of Fraud. Gordon Chatham mentioned this is an overall view of how we determine eligibility for families. We want to make sure people are aware of fraud. Also want to confirm the PC understands what we do when we determine families for eligibility.
4.	Directors Report	Gordon Chatham presented the Directors Report, also included Information Memorandum and Program Instruction docs from OHS. No questions from PC members.
5.	Fiscal Report	Tracey Vierra presented the Fiscal Report for April 2024. Head Start expenditures were \$622,402 and year to date expenses are 67.55%. Admin expenses were 9.9% and in kind is 121.87%. Early Head Start expenditures were \$644,585 and year to date expenses are 66.22%. Admin expenses were 7.85% and in kind is 54.45%. There were no questions from the PC.
6.	Attendance/ Monthly Progress 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. It was noted that we are making a push and following up on kids who needed dental work done, as we approach the end of the program year. Amanda discussed the monitors that are still in progress and soon to be completed. It was mentioned that we have worked really hard on recruiting families and getting enrollment up to where it needs to be. Cumulative enrollment is over funded enrollment, which is exactly where it needs to be. Disabilities numbers continue to go up.
7.	Personnel Report	Gordon presented the personnel report for April. Also approving personnel report for March, since there were not enough PC members present during April meeting. No questions from PC members. A motion was made by Connie Grunder and seconded by Ashley Isiderio to approve the personnel reports for March & April. Motion passed.
8.	Instate Connie Grunder as Co-Chair	During the April PC Meeting, Gordon had asked Connie Grunder if she would be willing to serve as Co-Chairperson for the Policy Council. A motion was made by Margaret Crawford and seconded by Ashely Isiderio to approve the Connie Grunder as the new PC Co-Chair. Motion passed.
9.	Basic/TTA/COLA Grant Application	Gordon presented the Grant Application.

	<p>We will have a reduction of 43 Head Start slots. We are not enrolling 2 classes at the Lake Center; will keep one classroom enrolled in case we can't fill slots in outlying areas. We struggle in Mt Shasta, hoping Yreka is a little better. Gordon is confident we will get a waiver to extend being fully enrolled for 6 months. Funded enrollment will be reduced. The additional funds will help increase pay scales for the associate teacher position.</p> <p>We will be fully enrolled next year.</p> <p>Costs are rising much faster that we can receive COLA. Hoping we can get ahead of the inflation curve we are currently facing.</p> <p>A motion was made by Connie Grunder and seconded by Margaret Crawford to approve the Grant Application. Motion passed.</p> <p>We will send Tyson Casper a letter for him to sign electronically so we can submit grant by June 1st.</p>
<p>10. CDE & CDSS Program Self Evaluations</p>	<p>Amanda Keefter verbally presented the CDE & CDSS Program Self Evaluations. It was noted that this proves takes place every year for state contracts. We have one for the Department of Education, and one for social services. Have to do program self-evaluation, which includes things like reporting out on child assessments, DRDP results, monitors, and a parent survey. We are reporting out if we find something about ourselves, what do we do to correct that. It was noted that we typically do not have big findings.</p> <p>Amanda noted that maybe we are identifying that parents need diff types of resources. Maybe we train Family Workers more on what resources are, and how to talk to families about areas of need. We look for areas of improvement and train on those areas; also buying materials if necessary to help with the training. This gives us an opportunity to look at rating scales, and report on our procedures. Amanda will be submitting, she noted that we do not have any concerns, and this is just part of our annual process.</p>
<p>11. Fiscal Policies</p>	<p>Tracey Vierra presented an update to the fiscal policies. No change in function, swapping out formal job titles and changes in roles on fiscal team.</p> <p>A motion was made by Connie Grunder and seconded by Margaret Crawford to approve the Fiscal Policies. Motion passed.</p>
<p>12. Budget Revision</p>	<p>Tracey Vierra presented the low-cost budget extension revision. SHS is requesting a budget revision of the low-cost extension. It was explained that we are moving funding to other categories (taking some funding that was designated for Weed and using it to pay off Lake building).</p> <p>A motion was made by Connie Grunder and seconded by Margaret Crawford to approve the revised budget. Motion passed.</p>

13.	In-Kind Waiver	Tracey Vierra presented the Early Head Start Non-Federal Waiver Request. There were no questions from PC. A motion was made by Connie Grunder and seconded by Margaret Crawford to approve the in-kind waiver. Motion approved.
14.	Employee Waitlist Incentive	Gordon Chatham presented the employee waitlist incentive. A motion was made by Connie Grunder and seconded by Margaret Crawford to approve the employee waitlist incentive. Motion passed.
15.	Parent Waitlist Incentive	Gordon Chatham presented the parent waitlist incentive. Connie had question regarding how SHS knows it was her who referred. Gordon confirmed we will work with ERSEA to put together a packet that will identify the referral. Amanda Keefer asked if we would turn this off and on as needed. Gordon confirmed that we can discontinue at any time. A motion was made by Connie Grunder and seconded by Margaret Crawford to approve the parent waitlist incentive. Motion passed.
	Program goals and objectives	Tabled from April meeting. A motion was made by Connie Grunder and seconded by Margaret Crawford to approve the program goals and objectives. Motion passed.
16.	Summer Quorum	Gordon noted that we don't have meetings in July, Aug, or Sept. Our next meeting is June 25 th and Gordon will not be present. We will still provide information packets over the summer, just won't be a meeting, but the PC will continue to receive reports. Connie Grunder asked about times our centers are open or closing early. Parents were discussing how it presents difficulties with centers closing early. Gordon noted that a lot of this is due to not having enough staff, that it is a budgetary and staffing issue. Parents are having to make tough decisions when the center closes at 2:30pm. Gordon understands it's an issue, and we must have consistent operations. We don't want to switch end times. Part of reason for reducing time is so we can have more substitutes who are available. Amanda noted we are looking at other resources, potentially in the community that might help pay for childcare for the hours when the center is closed. Alternate payment programs available in Shasta County. Trying to match our program with other resources. Ashley asked about MCA if times are changing? Gordon confirmed they are staying the same. Tyson mentioned everyone at SLC was concerned when they were told new hours. Amanda confirmed transitioning from Gateway to a preschool classroom, and hours will be different.

	<p>Gordon confirmed changing times only for HS, not EHS.</p> <p>Connie asked about the difference of TK vs Pre-K (HS). There was a discussion around how with TK, they have to be 4 years old by Dec 1st. You can enroll children as young as 3 years old in HS, but not TK. We've noticed there have been more 3-year-olds in HS because parents can't enroll them in TK. There was a discussion around TK vs HS. Potty training and toilet accessibility differences were noted. It was mentioned that some kids need more time. TK has much lower ratio of teachers and aides to students</p>
<p>17. Take Back Items</p>	<ol style="list-style-type: none"> 1. In-Kind 2. Center operating times 3. TK vs Preschool <p>Connie asked if current terms are over. Gordon confirmed it will end in Dec. Both Tyson & Connie mentioned they plan to stay on PC.</p>
<p>18. Adjournment</p>	<p>Tyson Casper asked if ready to adjourn the meeting. A motion was made by Connie Grunder and seconded by Margaret Crawford to adjourn the meeting. Motion passed. Meeting Adjourned at 11:12am.</p>

Approved as to form and content:


Tyson Casper, Policy Council Chair


Linda Cole, Board of Directors Chair