

**Shasta Head Start
Policy Council Meeting Minutes
Hybrid Meeting
August 25, 2024**

Time Convened: 9:32 am

Meeting Adjourned: 10:13 am

Attendees:

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

<ul style="list-style-type: none"> • Minutes • Personnel Report • Budget Revision 	<ul style="list-style-type: none"> • Waitlist Incentive Revision • PI Grant Application • Employee Retention Bonus • Adjournment
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	Date	Time
1.	Call to Order & Brief Announcements	Meeting was called to order by Tyson Casper at 9:32am
2.	Minutes	PC members reviewed the minutes. A motion to approve the minutes was made by Connie Grunder. Margaret Crawford 2 nd the motion, Motion Passed
3.	Directors Report	Most centers have already opened for business. Looking for subs. Some class closures still happening. Hopefully having qualified subs will prevent class closures. Head Start approved our grant, New Collab with HRN for the Weaverville center for full day class. New class is at Weaverville elementary school. Enrollment is looking good. Should be fully enrolled by the end of September. Toddler enrollment is lower than in the past. FA1 (Federal Review) review will start in December. We met our 12 month

		requirement for EHS. We did not meet requirements for HS due to Shasta Lake center delay to open. We will submit a waiver.
4.	Attendance/ Monthly Progress Report	Amanda Keefer presented the Attendance report for HS and EHS. July is our first month for the new program year. Our funded enrollment has dropped but we are working to continue with enrollments.
5.	Fiscal Report	Tracey Vierra presented the fiscal report for July 2024.
6.	Personnel Report	Gordon Chatham presented the Personnel Report. Connie Grunder motioned to approve the Personnel Report for June and July. Margaret Crawford 2 nd the motion. Motion Approved
7.	Budget Revision	Tracey Vierra presented the request for a budget revision for HS in the amount of \$197,000 and EHS for \$165,000 for a total of \$362,000. Connie Grunder made a motion the approve, Margaret Crawford 2 nd the motion. Motion Approved
8.	Waitlist Incentive Revision	Gordon Chatham presented the Waitlist Incentive Revision to allow for employees and parents to receive \$200 for every child recruited and placed on the waitlist. Kylee Anderson made a motion to approve, Margaret Crawford 2 nd the motion. Motion Approved
9.	PI Grant Application Family Engagement Conference	Gordon explained that the Program Improvement Grant for \$17,950 to cover the cost for an upcoming family engagement conference in Hawaii. Margaret Crawford made a motion to approve, Kylee Anderson 2 nd the motion. Motion Approved
10.	Employee Retention Bonus	Gordon Chatham explained that a retention bonus of \$1,700 will be awarded to employees who remain employed from Nov. 1, 2024 through Aug. 31, 2025. A motion to approve was made by Connie Grunder, Margaret Crawford 2 nd the motion. Motion Approved
11.	2024-2025 Meeting Schedule	Gordon Chatham presented the Policy Council Meeting schedule for 2024-2025 program year.
12.	Take Back Items	Presented by Tyson Casper 1. Recruitment incentive of \$200 2. Retention bonuses for employees 3. In Kind
13.	Adjournment	Tyson Casper asked if ready to adjourn the meeting. A motion was made by Connie Grunder and 2 nd by Margaret Crawford to adjourn the meeting. Motion passed. Meeting was adjourned at 10:13 am

Approved as to form and content:



Tyson Casper, Policy Council Chair

Connie Grunder

Linda Cole, Board of Directors Chair