

**Shasta Head Start  
Policy Council Meeting Minutes  
Hybrid Meeting  
April 23, 2024**

Time Convened: 9:38 am

Meeting Adjourned: 10:44 am

Attendees:

<p>PC Present: Connie Grunder Isabel Hernandez</p> <p>On Zoom: Margaret Crawford</p>	<p>PC Absent: 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, Nathan Smith, Kristen Johnson, Silvia Velazquez, Marabella Funez, Kylee Anderson, Noel Miller, Nicole Christie, Tiffany Young, Lauren Taksa, Morgan Swanson, Luis Alvarez, Tyson Cooper, Ashley Isidoro</p>	<p>Shasta Head Start Staff: Gordon Chatham Amanda Kefer Tracey Vierra Amy Lawson Tessa Buell Cassie Johnson</p>
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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>• Program Philosophy, Goals, and Objectives</li> <li>• Adjourn</li> </ul>
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Agenda Item	Discussion	Minutes
1. Call to Order & Brief Announcements	Gordon called meeting to order at 9:38am.	Gordon asked Connie Grunder if she would be interested in being co-chair. Connie agreed. Will add to agenda for next meeting.
2. Minutes		Skipping over March meeting minutes due to low attendance decided to carry approval over to the May meeting. Action items on the agenda for the meeting will also be held until the May meeting.
3. Kindergarten Readiness Training		Tessa Buell presented Kindergarten Readiness. Provided great guide, wonderful tool for preparing children for kindergarten. Went over options: preschool, TK, kindergarten.

		<p>Connie Grunder asked if Head Start could provide a list of public schools in the area; Amanda Keefer suggested checking out the SCOE website and checking in with her Family Worker. Connie asked and Tessa confirmed that TK is not a requirement.</p>
4.	<b>Directors Report</b>	<p>Gordon Chatham presented the Directors Report. There was a conversation about the new process for center licensing, may take a lot longer to get the license for the new Shasta Lake City center. There is a Cluster meeting on May 3, where Gordon will be meeting with other HS Directors. Will invite community care licensing and Region 9 OHS, we have a plan to approach this subject with staff there. We will ask the Regional HS office to write a waiver, which we will send to DC. Hoping we can get granted a 6-month waiver, which will give us another 6 months to get enrolled. The new licensing process will also affect our partnership with HRN in Weaverville. There were no questions from PC members.</p>
5.	<b>Fiscal Report</b>	<p>Tracey Vierra gave the Fiscal Report. Head Start March expenditures were \$707,239 and year to date expenses are 59.91% of budget. Admin expenses were 9.25% and in kind is 22.43%. Early Head Start March expenditures were \$674,521 and year to date expenses are 58.01% of budget. Admin expenses were 7.28% and in kind is 23.90%. There were no questions from PC.</p>
6.	<b>Attendance/ Monthly Progress Report</b>	<p>Amanda Keefer presented the Attendance Reports for HS and EHS. Shasta Head Start has an attendance goal of 90%. It was noted that Juniper EHS had a later start date, which is why the attendance is low at that center. There was a conversation around how often kids get sick, and outbreaks of RSV and strep throat. Childhood illnesses are making their way back around and they spread through the classroom like wildfire. Amanda presented the Monthly Progress report and noted that we are doing very well with screeners. There is a push towards the end of the year to get caught up on dental exams. All requirements will be completed by the end of the program year.</p>
7.	<b>Personnel Report</b>	<p>The PC reviewed the personnel report. Will hold off on voting until next month as there are not enough PC members present to vote on action items.</p>
8.	<b>Community Assessment</b>	<p>A copy of the 2022 Community Assessment report was provided to the PC. No updates were noted to the 2022 Community Assessment used for our 2023-2024 year (one grant year). In summary, there were not many changes since the previous year. We are providing this report for information. Some of the biggest problems we have in our county is affordable housing, access to healthcare, and opioid abuse.</p>
9.	<b>Program Philosophy, Goals, and Objectives</b>	<p>Program Philosophy, Goals, and Objectives were presented by Gordon Chatham. Will hold off on voting until next month as there are not enough PC members present to vote on action items.</p>
10.	<b>Draft Basic/TTA/COLA Grant Application</b>	<p>Gordon presented the grant application and went over our goals, objectives, and desired outcomes. This is an action item, hoping we will have a chairperson present at the next meeting so we can take a vote. Looking at sub section B of the grant application, it was noted that this year there are going to be some changes. We are asking for slot reduction of 43 slots (2 classrooms at Lake center); reducing all</p>

		classrooms to 16 children. We have been struggling with enrollment. Don't want to pull out of outlying areas, as it is too hard to get back in. Would be easier to start a new center in Redding. For us to keep up with staff benefits and payroll, we must serve less children. It was noted that we would be fine if COLA kept up with inflation; federal funding is always behind inflation, and we are trying to stay ahead of curve.
11.	Take Back Items	We will need approval for this grant next month, as it must be submitted by June 1 <sup>st</sup> . Transitioning children moving from EHS to HS will get priority.
12.	Adjournment	<ol style="list-style-type: none"> <li>1. Importance of in-kind</li> <li>2. Kindergarten Readiness Packet</li> </ol> <p>Next meeting we will vote in Connie as vice chair, and have Connie run the meeting. Next month is very important since we need the grant approval.</p> <p>Gordon asked if ready to adjourn the meeting. Meeting Adjourned at 10:44 am.</p>

Approved as to form and content:

  
~~Byron Sapp~~, Policy Council Chair  
 Connie Grunder

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 Linda Cole, Board of Directors Chair