

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

Time Convened: am

Meeting Adjourned: am

Attendees:

<p>PC Present: Margaret Crawford Tyson Casper</p> <p>No zoom, internet down On Zoom: Ashley Isiderio 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 Alvarez, Connie Grunder</p>	<p>Shasta Head Start Staff Present: Amanda Keefer Tracey Vierra Kaylee Cambra Cassie Johnson Diane Hacker</p> <p>Shasta Head Start Staff Absent: Gordon Chatham Amy Lawson</p>
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**Action Items:**

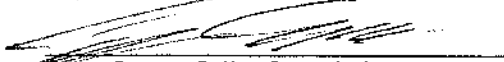
<ul style="list-style-type: none"> <li>• Minutes</li> <li>• Personnel Report</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Budget Revision</li> <li>• Adjourn</li> </ul>
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#	AGENDA ITEM/TOPIC	DISCUSSION/SUMMARY
1.	Call to Order & Brief Announcements	Tyson Casper called meeting to order at 9:35am. The internet is out (citywide issue). Kylee Anderson and Connie Grunder are sick. No option for zoom with the internet down.
2.	Minutes	The PC reviewed the minutes for May. No questions. A motion was made by Tyson Casper and seconded by Margret Crawford to approve May minutes. Motion passed.
3.	Directors Report	Gordon Chatham was absent from the meeting. Amanda Keefer presented the Directors Report. No questions from PC members.

4.	<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%, which aligns with public school standards for attendance. No significant changes. End of the year for some centers.</p> <p>Regarding the Monthly Progress report, monitors have been completed for the year.</p>
5.	<b>Fiscal Report</b>	<p>Tracey Vierra presented the Fiscal Report for May 2024. Head Start expenditures were \$726,492 and year to date expenses are 9.08%. Admin expenses were 7.97% and in kind is 125.37%. Early Head Start expenditures were \$679,875 and year to date expenses are 7.86%. Admin expenses were 7.14% and in kind is 58.83%.</p> <p>There were no questions from the PC.</p>
6.	<b>Personnel Report</b>	<p>Kaylee Cambra presented the personnel report for May. No questions from PC members. A motion was made by Margaret Crawford and seconded by Tyson Casper to approve the personnel report for May. Motion passed.</p>
7.	<b>Summer Quorum</b>	<p>Amanda Keefer discussed the summer quorum. If needed, we will reach out to PC members for votes during the summer months. We don't have PC meetings scheduled for July, Aug, or Sept. The next meeting will be in October.</p> <p>Tracey Vierra mentioned we will probably have a budget revision to move some funds around categorically. We may have to reach out in July we can get it approved and submit it timely.</p> <p>It was noted that we will still provide information packets over the summer, just won't be meeting; the PC will continue to receive informational reports.</p> <p>There was a motion made by Margaret Crawford and seconded by Tyson Casper to approve the summer quorum. Motion approved.</p>
8.	<b>Workplace Violence Prevention Plan</b>	<p>Kaylee Cambra presented the Workplace Violence Prevention Plan. Explained there is a new senate bill that was passed, and the WVPP becomes effective July 1. This is a standalone document that we will put on our SOP portal. Kaylee went over the forms included.</p> <p>A motion was made by Margaret Crawford and seconded by Tyson Casper to approve the Workplace Violence Prevention Plan. Motion passed.</p>
9.	<b>Personnel Policy Updates</b>	<p>Kaylee Cambra presented Personnel Policy Updates. There were no questions from the PC. A motion was made by Margaret Crawford and seconded by Tyson Casper to approve the Personnel Policy Updates. Motion approved.</p>
10.	<b>Hiring Process</b>	<p>Kaylee Cambra reviewed the hiring process. A screenshot of what the process looks like on our end was shared; Kaylee went thru the entire step by step process, also sharing what process looks like on applicants' side. Panel interviews are conducted by a member of HR, management and other supervisors. There is a shared interview tally sheet.</p>

		A motion was made by Margaret Crawford and seconded by Tyson Casper to approve the hiring process. Motion passed.
11.	<b>Budget Revision</b>	Tracey Vierra presented the budget revision, and noted there is a typo in packet, confirmed she will correct. "Low cost" should be "program improvement." The "other" mentioned in the document is referring to repairs and maintenance.  A motion was made by Margaret Crawford and seconded by Tyson Casper to approve the revised budget. Motion passed.
12.	<b>Take Back Items</b>	<ol style="list-style-type: none"> <li>1. Summertime = recruitment. tell your friends about HS, were enrolling</li> <li>2. In-kind</li> <li>3. Shasta Lake opening in July!</li> </ol>
13.	<b>Adjournment</b>	Tyson Casper asked if ready to adjourn the meeting. A motion was made by Margaet Crawford and seconded by Tyson Casper to adjourn the meeting. Motion passed. Meeting Adjourned at 10:20am.

*Approved as to form and content:*

  
Tyson Casper, Policy Council Chair

  
Linda Cole, Board of Directors Chair