

**Shasta Head Start  
Policy Council Meeting Minutes  
Joint BOD Meeting  
Virtual & In Person Meeting  
November 21, 2024**

Time Convened: 430 pm

Meeting Adjourned: 645 pm

**Attendees:**

<p><b>PC Present:</b> Kathleen Trump, Shyann Luster, Vicki Rinear, Amy Moore, Tyson Casper, Margaret Crawford, Christian Jones, Haley Kester, Britnee Kemp, Rhea Branson, Sammi Jerry, Laura Lawler, April DeMercurio, Ashley Isiderio, Serenna Cook, Jessica Egmond, Duane Bass, Angelica Keeney.</p>	<p><b>PC Absent:</b></p>	<p><b>Shasta Head Start Staff Present:</b> Amanda, Gordon, Amy, Kristin, Tracey, Kevyn</p> <p><b>Shasta Head Start Staff Absent:</b> Jenna</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>• Code of Conduct &amp; Conflict of Interest</li> <li>• Adjourn</li> </ul>
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	AGENDA ITEM/TOPIC	DISCUSSION/SUMMARY
1.	Call to Order & Brief Announcements	Tyson called the meeting to order. We did introductions.
2.	Minutes	Tyson asked for a review of the minutes. Tyson asked for a motion to approve the minutes. Jessica approved. Margaret Second. Voted passed. Motion approved.
3.	Directors Report	Gordon reviewed the director's report. Amy asked if we would have making parenting a pleasure in outlying areas. Amanda said she thought yes and would look more into that.

4.	<b>Attendance/ Monthly Progress Report</b>	Amanda Reviewed the progress report. Shyann asked if this report includes preschool classrooms or all classrooms? Amanda clarified the number that are for preschool and which are for all classrooms. Shyann asked about waitlist eligibility and is it a new list for this year? Amanda said yes this is who is left on the list for this school year. Shyann asked is it based on the number you are on the list or something else? Amanda clarified that it is based on a scoring system. Amanda reviewed the attendance report. Amy asked if your child is sick how is it counted. Amanda clarified what is an excused and unexcused absence. Duane asked if the parent is sick how does that work. Amanda talked about how it will count as sick. Amy asked if we do awards for best attendance records. Amanda stated it is done based on centers.
5.	<b>Fiscal Report</b>	Tracey reviewed the fiscal report. Shyann asked if this budget was for the school year. Tracey clarified that we report each month and it's for the 2024-2025 school year. Shyann asked if the budget is for all of Head Start? Tracey clarified what we were going over. Amy asked if the cost per child is per month. Tracey said that number will get bigger as the year goes on. Amy asked what Apex is. Tracey clarified that it's Tech. Amy asked where some of the AMEX bank statement was. Tracey said she believes they were informational. Gordon said we would find it and send it out via email. Rhea asked if we have plans to expand the McArthur Center. Gordon we are not planning on any improvements to McArthur right now. Ashley asked if we plan to do full days at McArthur. Gordon said to attend the planning session to see if we can expand the hours. At the end of the meeting, before adjournment, Tracey found the missing AMEX pages. They were disclosures, blank page and a payment page.
6.	<b>Personnel Report</b>	Gordon reviewed the personnel report. Shyann asked if we serve less children due to hiring new aides. Gordon explained that we have made changes that have improved our employees pay and benefits and as a result we do have to serve less children due to costs of running SHS and other things. Tyson asked for a motion. Margaret motioned. Duane second. Vote passed. Motion approved.
7.	<b>PIR Report</b>	Gordon reviewed the PIR report.
8.	<b>Roles &amp; Responsibilities of Governance/Fraud Training</b>	Gordon said we will do the Fraud portion of this training at a later date. Gordon trained on roles & responsibilities of governance. Amy asked if we have to do this training due to the government saying we have to. Gordon said it is a performance standard we are required to go over. Shyann asked does BOD and PC make up the governing body? Gordon said yes and explained the roles of both PC and BOD. Amy asked about in-laws being a conflict of interest. Gordon said yes that would be a conflict of interest. Amy asked how many BOD members we have. Gordon said 7 and we are looking for 1 more. Shyann asked if you can be on PC and BOD. Gordon said only PC chair can be on both. Amy asked about taking children's temperature before allowing them to come into the center. Gordon talked about our health policies. Also stated that bringing ideas to the planning meeting is a way to see if we can make changes. Duane and Ashely asked how to sign up for the planning committees. Gordon stated to email or see Kristin Pope to get signed up.
9.	<b>Health/Safe Environments</b>	Kevyn reviewed the health/safe environments, Jenna was absent. Shyann asked about the 3.5" to 9" finding. Kevyn clarified it could be a gap or a hole and we have maintenance repair. Amy asked if each monitor for each building or for the facility. Kevyn said it is done per facility. Jessica asked how often

		we do this monitoring. Kevyn said generally every year unless we need a follow up. Amy asked if there is monitoring regarding class pets. Kevyn said yes. Jessica asked about her kid getting splinters. Kevyn said that is why we monitor and that the teachers should be doing daily checks on things that need to be fixed. Gordon also said make sure you are talking to your teacher and family worker as if there is a safety issue, we will have maintenance out there to fix it. Amy asked if parents are allowed to come play on the playground with the kids. Gordon said no due to insurance and liability. Amy asked about missing school due to health related reasons. Kevyn and Amanda said that health related issues are generally excused. Amy asked if Hill County Dental will go to rural areas. Kevyn said they do Shasta county and will go as far as McArthur and Burney.
10.	<b>Intro to Monitoring Process and Internal Monitoring Outcomes</b>	Gordon said we will table this training until next month.
11.	<b>Community Reps</b>	Gordon reviewed our community reps: Vicki Rinear and Margaret Crawford.
12.	<b>Code of Conflict &amp; Conflict of Interest</b>	Ashley asked for a motion. Duane motioned. Margaret second. Vote passed. Motion approved.
13.	<b>Officer Nominations</b>	Shyann asked to go over the officer positions. Gordon reviewed the officer positions. Ashley Isiderio nominated herself for secretary. Duane Bass nominated himself for vice chair. Shyann Luster nominated herself for secretary. Jessica Edgmon nominated herself for vice chair.
14.	<b>Adjournment</b>	Ashley asked for a motion. Margaret motioned. Jessica second. Vote passed. Motion approved.

Approved as to form and content:

  
 Tyson Casper, Policy Council Chair

  
 Linda Cole, Board of Directors Chair