

**Shasta Head Start
Policy Council Meeting Minutes
In Person Meeting
October 22, 2024**

Time Convened: 12:01pm

Meeting Adjourned: 1:02pm

Attendees:

<p>PC Present: Connie Grunder, Brandie Krey, Margaret Crawford, Jessica Edgmon, Angelica Keeney, Rhea Branson, Amy Moore, Kathleen Trump, Brittnee Kemp, Veronica Magana, April DeMercurio, Sammi Jerry, Rena Cook, Haley Kester, Kylee Anderson, Cheyenne Cropley</p>	<p>PC Absent: Noel Miller, Katharine Ramsey, Leann Reason, Samantha Logsdon, Samantha Duran, Ashley Isiderio, Christian Jones, Tiffany Young, Patricia Cooper, Justine White, Laura-Gene Lawler, Jamie Downes, Tyson Casper, Jasmine Miller, Amber Reforma, Rebekah Hopkins, Vicky Rinear</p>	<p>Shasta Head Start Staff Present: Gordon, Kristin, Amy, Tracey</p> <p>Shasta Head Start Staff Absent: Amanda</p>
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Action Items:

<ul style="list-style-type: none"> • Minutes • Personnel Report 	<ul style="list-style-type: none"> • Adjourn
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	AGENDA ITEM/TOPIC	DISCUSSION/SUMMARY
1.	Call to Order & Brief Announcements	Connie G called the meeting to order at 12:01pm.
2.	Minutes (Aug)	Connie G called to review the minutes for August. Connie G asked for a motion to except the minutes. Jessica E motioned and Kylee A second. Connie asked for a vote. Motion approved.
3.	Directors Report	Gordon review the director's report.
4.	Attendance/ Monthly Progress Report	Gordon reviewed the attendance and monthly progress report. Kathleen T mentioned that Partnership is expanding dental programs to our area. Rena C mentioned that there will be dental screenings off Lake Blvd on

		Halloween. Rena asked about dental screenings, can we find funding for families that can't pay for services (if they don't have insurance)? Gordon stated that in center screenings are free to the families. Rena said there was a specific family that was concerned about having to pay for dental screening services. Gordon said to refer them to their family worker to help them understand that they will not pay for dental screenings and work with them to get then screening. Rena asked what is the penalty for not hitting 85% attendance? Gordon said it could lead to under-enrollment so we work with those families to see what we can do to help them to bring their children to school.
5.	Fiscal Report	Tracey reviewed the fiscal report. She went more in depth this month to ensure new PC understood what they are reviewing and looking at. Angelica K asked if parent volunteers would count as in-kind? Tracey confirmed that if you are helping for longer than 15 minutes, it would count as in-kind. Angelica K asked if grandparent or other family members can count as volunteer for in-kind too? Gordon confirmed yes, they count as well. Connie G mentioned that our PC meetings count for in-kind as well. Tracey said to just fill out the form at the end of the fiscal packet and give it to Kristin to ensure it is counted towards in-kind. Rena C asked what the charge for indeed was for, was it for jobs? Tracey said it is for advertising and job openings. Rena C asked what the charges for Les Schwab was for? Tracey said we have cars for home visitors and they sometimes need maintenance. Rena C asked about the adult meals, if they were for teachers. Tracey confirmed that those were teacher meals. Rena C asked where to find more in-kind forms for parent volunteers. Connie and Gordon said that there is a sign in book at each center.
6.	Personnel Report (Aug & Sept)	Gordon reviewed the August and September Personnel Report. Gordon asked for a motion for approval. Angelica K asked about bilingual aides as her son needs one, do we only have one. Gordon said we have multiple aides that serve throughout the agency. Connie asked for a motion. Margaret C motioned, Rena C second. Connie called for a vote. Motion approved.
7.	PC Elections	Kristin talked about officers nominations. We will ask for the official nominations in November and we will vote in December.
8.	Community Reps	Gordon talked about how the PC approve for community reps. Voting will happen for this in November. Currently community reps are Margaret and Carol.
9.	Governance & Meeting Calendars	Kristin reviewed both governance and meetings calendars. Angelica K asked if all meetings were at Tierra Oaks. Kristin stated all meetings are at our facility on Lake Blvd and available via zoom. If it changes, she will email everyone to let them know.
10.	Committee Sign Ups	Gordon reviewed the committees and stated that Kristin has the sign up sheets or you can email her. Jessica E asked if there are a certain number of parents we need on each committee. Gordon said we like to have a few parents, but its not a requirement. Sena C asked if committees count towards in-kind. Rena C wanted to know if we can retroactively do in-kind stuff. Gordon said it resets each program year, so be sure to fill out the in-kind papers as you go.
11.	Code of Conduct & Conflict of Interest	Gordon reviewed the code of conduct & conflict of interest. Rena C asked if we know a vendor is that a conflict of interest? Gordon said only immediate family would be a conflict of interest. Angelica K asked if we can give gifts to our kids teachers? Gordon said yes, PC member cannot accept gifts from employees or vendors.
12.	Adjournment	Connie asked for a motion to adjourn. Margaret motioned, Brandie Second. Connie asked for a vote. Motion approved. Meeting ended 1:02pm

Approved as to form and content:



Tyson Casper, Policy Council Chair



Linda Cole, Board of Directors Chair