

**Shasta Head Start
BOD Meeting Minutes
In Person & Zoom Meeting
December 19, 2024**

Time Convened: 4:30pm

Meeting Adjourned: 6:30pm

Attendees:

BOD Present: Bill, Trudy, Crystal, Wendy, Tyson On Zoom: Linda	BOD Absent: Eddie	Shasta Head Start Staff: Amanda, Tracey, Kristin, Gordon Absent: Diane
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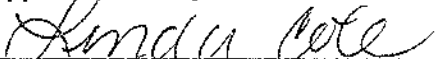
Action Items:

<ul style="list-style-type: none"> • Minutes • Personnel Report • Program Planning Plan Approval 	<ul style="list-style-type: none"> • Finalize Auditor Selection • Carry Over Narrative • Adjournment
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	AGENDA ITEM/TOPIC	DISCUSSION/SUMMARY
1.	Introductions & Brief Announcements	Wendy will be running the meeting due to Linda having audio issues. Wendy called the meeting to order.
2.	Minutes	Wendy called for a review of the minutes. Bill asked us to correct the absent members. With the correction being made, Wendy called for a motion. Bill motioned. Crystal second. Wendy asked for a vote. Vote passed. Motion accepted.
3.	Director's Report	Gordon reviewed the Director's report. Trudy asked if there is a way for us to see the class rubric. Amanda and Gordon stated that Tessa could come in during the next meeting and talk to everyone about it. Amanda also gave a brief overview of the class scoring.
4.	Attendance/Monthly Progress Report	Amanda reviewed the attendance & monthly progress report. Wendy asked if feds take our high disability percentage into consideration when looking at our staffing costs. Gordon stated that they don't look at that. Crystal asked if in terms of disability do we know what kinds of disabilities that we are seeing more of. Amanda stated Jess would have that information but from what she has seen it seems we are seeing a bit more autism and more kids are getting an IPP due to behaviors. Trudy asked about an overview of the acronyms for the monitoring. Amanda reviewed. Bill asked if disability diagnoses are happening before or after enrollment. Gordon stated both.

5.	Fiscal Report	Tracey reviewed the fiscal report. Bill mentioned the balance of \$1.5 million and only \$36 in interest, there are better accounts that could gain more interest. Tracey and Gordon said we can only keep \$500 in interest per year and the rest we have to give back to the feds.
6.	Personnel Report	Gordon gave the personnel report. Wendy called for a motion. Trudy motioned. Crystal second. Wendy called for a vote. Vote passed. Motion approved.
7.	PC Report	Tyson gave the PC report.
8.	Parent Survey Announcement	Amanda presented the parent survey announcement for Diane. Parent survey will open up in January via learning genie or through paper survey. Trudy asked if the board will see results. Amanda said yes.
9.	Training & TA Survey	Gordon talked about the training & TA survey. He asked everyone to fill out the form to determine what training the board needs more of, he would like the survey turned in by January's meeting.
10.	Program Planning Plan Approval	Gordon reviewed the program planning plan. Wendy asked for a motion. Crystal motioned. Tyson second. Wendy called for a vote. Vote passed. Motion approved.
11.	ED Evaluation	Gordon discussed the ED evaluation.
12.	Finalize Auditor Selection	Tracey presented the auditor selection. Trudy asked if we were signing a 5 year contract. Tracey stated no, we get a 5 year cost estimate, we are able to get another auditor if something changes. Wendy asked for a motion. Bill motioned. Trudy second. Wendy asked for a vote. Vote passed. Motion approved.
13.	Carry Over Narrative	Tracey reviewed the carryover narrative. Wendy asked for a motion. Crystal motioned. Wendy second. Wendy called for a vote. Vote passed. Motion approved.
14.	Selection Priorities	Gordon reviewed the selection priorities. Trudy asked who makes the final determination. Gordon stated there is a committee that goes over each class.
15.	Self-Assessment Meeting	Gordon talked about the upcoming self-assessment meeting on January 10 from 10am to 12pm.
16.	Adjournment	Wendy called for a motion to adjourn the meeting. Bill motioned. Trudy second. Wendy asked for a vote. Vote passed. Motion approved.
17.	Closed Session	Gordon and Board continued after session.

Approved as to form and content:


 Linda Cole, Board of Directors Chair