

**Shasta Head Start
BOD Meeting Minutes
In Person & Zoom Meeting
January 23, 2025**

Time Convened: 430pm

Meeting Adjourned: 630pm

Attendees:

<p>BOD Present: Bill, Trudy, Crystal, Kristy, Trudy, Linda</p> <p>On Zoom: Eddie, Duane</p>	<p>BOD Absent: Robin, Wendy</p>	<p>Shasta Head Start Staff: Christina, Tessa, Tracey, Gordon, Amanda, Kristin</p> <p>Absent:</p>
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Action Items:

<ul style="list-style-type: none"> • Minutes • Personnel Report • ED Evaluation • New Board Member Approval 	<ul style="list-style-type: none"> • Selection Priorities • Secretary Nomination & Vote • Adjournment
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#	AGENDA ITEM/TOPIC	DISCUSSION/SUMMARY
1.	Introductions & Brief Announcements	Linda called the meeting to order. We have 2 new board members: Kristy and Robin. We will swear them in.
2.	Minutes	Linda called for a review of the minutes. Linda called for a motion to approve the minutes. Bill motioned. Eddie Second. Linda called for a vote. Vote passed. Motion approved.
3.	Director's Report	Gordon reviewed the Director's report and its attachment. Bill asked about funding for FCC. Gordon explained how FCC providers are paid. Linda asked if we are working on getting a new FCC provider. Gordon explained where we are in the process of finding a new FCC provider.
4.	Attendance/Monthly Progress Report	Amanda reviewed the attendance and monthly progress reports. Linda asked why Shasta College C is so low in attendance. Amanda explained how many kids are in that class and that we are monitoring it.
5.	Fiscal Report	Tracey reviewed the fiscal report. Kristy asked about fiscal statement flow. Tracey explained the format.
6.	Personnel Report	Gordon reviewed the personnel report. Linda called for a motion to approve the personnel report. Crystal motioned. Trudy second. Linda called for a vote. Vote passed. Motion approved.

7.	PC Report	Duane gave the PC report.
8.	Intro to Monitoring Process & Internal Monitoring Outcomes	Amanda gave the intro to monitoring process and internal monitoring outcomes training. Duane wanted to know if we could get some training out to the parents. Amanda said we could look into incorporating some of the training information to the parents through learning genie and/or newsletters. Crystal asked about barriers. Tessa explained our guidelines regarding barriers. Tessa also reviewed CLASS with the board.
9.	School Readiness Goals & Child Outcomes	Christina and Tessa gave the school readiness goals and child outcomes.
10.	New Board Member Approval	Moved to be the first agenda item. Linda called for a motion to swear in the new board members. Trudy motioned. Crystal second. Linda called for a vote. Vote passed. Motioned approved.
11.	Selection Priorities	Gordon reviewed the selection priorities. Linda called for a motion to approve the selection priorities. Crystal Motioned. Kristy second. Linda called for a vote. Vote passed. Motion approved.
12.	Board Retreat	Gordon discussed the possible dates for a board retreat and what it will entail. Saturday is best and early May is the best month. Kristin will look into venues and send out a survey monkey for a vote.
13.	Program Planning Meeting	Gordon reminded everyone about the program planning which is January 24 via zoom from 10am to 1230pm.
14.	Program Improvement	Gordon reviewed the program improvement grant.
15.	Self-Assessment & Plans for Correction	Gordon reviewed the self-assessment and plans for correction.
16.	Secretary Nomination & Vote	Kristy nominated herself. Linda asked for a motion to approve Kristy as the Secretary. Bill Motioned. Eddie and Duane Second. Linda called for a vote. Vote passed. Motion approved.
17.	Adjournment	Linda called for a motion to adjourn the meeting. Trudy motioned. Crystal second. Linda called for a vote. Vote passed. Motion approved.
18.	Closed Session- ED Evaluation	Closed session with Gordon and Board members to review the ED evaluation after adjournment.

Approved as to form and content:


 Linda Cole, Board of Directors Chair