

**Shasta Head Start  
BOD Meeting Minutes  
Zoom Meeting  
October 22, 2020**

Time Convened: 4:32 pm

Meeting Adjourned: 5:30 pm

**Attendees:**

<p><b>BOD Members:</b> John Pappas            Ann McFarland Linda Cole             Carol Nye Joan Landry            Brenda Cecil-Ide Donald Shanks</p>	<p>Special Guest Trainer Jerry Gomez</p>	<p>Shasta Head Start Staff: Gloriana Rhodes     Gordon Chatham Amanda Keefer       Tracey Vierra</p>
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**Action Items:**

<ul style="list-style-type: none"> <li>• Minutes</li> <li>• Personnel Reports</li> </ul>	<ul style="list-style-type: none"> <li>• New Board Member</li> <li>• CDE Funding Application</li> <li>• Adjourn</li> </ul>
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	AGENDA ITEM/TOPIC	DISCUSSION/SUMMARY
1.	<b>Introductions &amp; Brief Announcements</b>	The meeting was called to order at 4:32 pm by John Pappas.
2.	<b>Minutes</b> ➤ August 2020 ➤ September 2020	A motion was made by Linda Cole and seconded by Carol Nye to approve both the August 2020 and September 2020 minutes. Motion passed.
3.	<b>Fiscal Report</b>	Tracey Vierra gave the September Fiscal Report. Head Start expenditures were \$579,182 and year to date expenses are 7.70%. Admin expenses were 7.90% and in kind is 0%. Early Head Start expenditures were \$450,640 and year to date expenses are 7.46%. Admin expenses were 7.27% and in kind is 0%. FCC expenditures were \$46,811 and year to date expenses are 8.94%. Admin expenses were 5.06% and in kind is 0%. It was noted that OHS gave SHS a waiver for In-Kind this year, but we are still collecting In-Kind from parents and volunteers to keep up the habit.
4.	<b>Director's Report</b>	Gordon Chatham gave the Director's Report that included agency operations and enrollment numbers, annual In-Service Meeting that was virtual this year, the upcoming Enrollment and Selection Committee meeting on November 12 <sup>th</sup> , and the upcoming FA2 review. Gordon included the information memorandum of the FA2 review in his report. The BOD had questions about distance learning. Amanda Keefer described the aspects of the program that included teacher conducted zoom meetings, activity bags, and more.

5.	<b>Progress/Attendance Report</b>	Amanda Keefer discussed the Progress and Attendance Reports. Shasta Head Start has an attendance goal of 90%.
6.	<b>Personnel Reports</b>	Gordon Chatham reviewed the August and the September Personnel Reports. There has been a number of staff reassignments due to Covid and keeping classrooms running. A motion was made by Linda Cole and seconded by Ann McFarland to approve the August 2020 Personnel Report. Motion passed. A motion was made by Carol Nye and seconded by Ann McFarland to approve the September 2020 Personnel Report. Motion passed.
7.	<b>Governance Training by Jerry Gomez</b>	Gordon Chatham introduced Jerry Gomez who worked a number of years for the regional HS office, and now works as a consultant and trainer. Jerry Gomez led the BOD through a training that included the laws governing HS programs, governance expectations, and the role of the board of directors.
8.	<b>New BOD Member</b>	Gordon Chatham introduced Joan Landry, who was recommended as a board member by Carol Nye. Joan is a retired educator with many years of experience. Joan expressed her excitement to serve on the BOD. A motion was made by Carol Nye and seconded by Linda Cole to approve making Joan Landry a member of the SHS Board of Directors. Motion passed.
9.	<b>CDE Funding Application</b>	Gordon Chatham presented the CDE State Refunding application that must be approved by the BOD each year. He noted that on the page listing CCTR options, there should be a checkmark stating that our program is for Infants and Toddlers. It will be corrected in the final draft. A motion was made by Linda Cole and seconded by Ann McFarland to approve the CDE Funding Application. Motion passed.
10.	<b>Committee Sign Ups</b>	Gordon Chatham and Glori Rhodes briefly summarized the committees and dates. The BOD was asked to email Glori with their committee selection.
11.	<b>Executive Director Evaluation</b>	John Pappas requested the BOD members complete and email their individual Executive Director Evaluations to him, then he would combine them into a Final Evaluation to review in closed session with Gordon Chatham.
12.	<b>Adjournment</b>	The meeting was adjourned at 6:25 pm.

*Approved as to form and content:*

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John Pappas, Board of Directors Chair