

**Shasta Head Start
BOD Meeting Minutes
Zoom Meeting
December 17, 2020**

Time Convened: 4:32 pm

Meeting Adjourned: 6:12 pm

Attendees:

<p>BOD Members:</p> <p>John Pappas Ann McFarland Linda Cole Carol Nye Joan Landry Johnni Hansen</p>	<p>Special Guest Trainer Jerry Gomez</p>	<p>Shasta Head Start Staff:</p> <p>Gloriana Rhodes Gordon Chatham Amanda Keefer Tracey Vierra</p>
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Action Items:

<ul style="list-style-type: none"> • Minutes • Personnel Report • Code of Conduct and Conflict of Interest 	<ul style="list-style-type: none"> • Safety Meeting Incentive Policy • 2019-2020 Carry Over Request • PC Officer Election Results • Adjourn
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	AGENDA ITEM/TOPIC	DISCUSSION/SUMMARY
1.	Introductions & Brief Announcements	The meeting was called to order at 4:32 pm by John Pappas.
2.	Minutes	A motion was made by Linda Cole and seconded by Joan Landry to approve last month's minutes. Motion passed.
3.	Fiscal Report	Tracey Vierra gave the November Fiscal Report. Head Start expenditures were \$550,207 and year to date expenses are 22.87%. Admin expenses were 9.13% and in kind is 0%. Early Head Start expenditures were \$416,851 and year to date expenses are 22.24%. Admin expenses were 8.72% and in kind is 0%. FCC expenditures were \$37,714 and year to date expenses are 21.85%. Admin expenses were 6.84% 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.	Director's Report	Gordon Chatham gave the Director's Report that included PC officers election results, completing the final Teaching Pyramid training for staff in November, upcoming Program Self-Assessment, holiday activities and community partners, and preparation for the Focus Area 2 Review in January. Gordon added an Operations Update: There have been lots of positive Covid cases exposures (all from outside the agency) resulting in center closures. January 4 th -8 th when SHS returns from winter break, centers will be closed and staff will work from home. Many schools in our area are doing the same thing, using a buffer week to hopefully avoid COVID exposures. After Thanksgiving, SHS experienced a high volume of

		exposures. Winter break may pose the same risk. Gordon and Amanda confirmed with the state that closing centers this week was permissible.
5.	Progress/Attendance Report	Amanda Keefer discussed the Progress and Attendance Reports. Shasta Head Start has an attendance goal of 90%.
6.	Personnel Reports	Gordon Chatham presented the Personnel Report. A motion was made by Johnni Hansen and seconded by Linda Cole to approve the Personnel Report. Motion passed.
7.	Policy Council Report	Gordon Chatham gave the PC Report in Brenda Cecil-Ide's absence. He informed the BOD that COVID had prevented center parent meetings, but they are scheduled to resume via zoom in February.
8.	Governance Training by Jerry Gomez	The BOD was joined by Jerry Gomez who guided them through a second training focusing on BOD responsibilities and Federal Review question preparation.
9.	Code of Conduct and Conflict of Interest	Gordon Chatham reviewed the Code of Conduct and Conflict of Interest policy. A motion was made by Linda Cole and seconded by Johnni Hansen to approve the policy. Motion passed.
10.	Safety Meeting Pizza Incentive	Gordon Chatham reviewed the Safety Meeting Pizza Incentive policy. A motion was made by Carol Nye and seconded by Joan Landry to approve the Incentive Policy. Motion passed.
11.	2019-2020 Carryover Request	Gordon Chatham reviewed the 2019-2020 Carryover Request. It was noted that there was a slight change in the amounts carried over since last month when the BOD last reviewed the request. A motion was made by Linda Cole and seconded by Carol Nye to approve the 2019-2020 Carryover Request. Motion passed.
12.	Selection Priorities	Gordon Chatham presented the Selection Priorities, noting that the Selection and Priority committee suggested giving priority points to families in crisis that were referred to us by community agencies. This will be an action item next month.
13.	Self-Assessment	Gordon Chatham announced that Self-Assessment was taking place January 8 th and invited all to attend.
14.	Audit	Gordon Chatham reviewed the Auditor communication stating their responsibilities and what the BOD can expect from the audit.
15.	BOD Officer Nominations	The BOD nominated officers: Linda Cole was nominated as BOD Secretary by John Pappas; Joan Landry seconded. Carol Nye was nominated as Vice Chair by Joan Landry; Johnni Hansen seconded. John Pappas was nominated for Chair by Johnni Hansen; Linda Cole seconded. BOD officers will be elected and sworn in at the next meeting.
16.	Executive Director Evaluation	Item Tabled.
17.	Adjournment	The meeting was adjourned at 6:12 pm.

Approved as to form and content:

John Pappas, Board of Directors Chair