

**Shasta Head Start
BOD Meeting Minutes
Zoom Meeting
April 22, 2021**

Time Convened: 4:31 pm

Meeting Adjourned: 5:20 pm

Attendees:

<p>BOD Members:</p> <p>John Pappas Ann McFarland Linda Cole Carol Nye Michelle Holvik Joan Landry</p>		<p>Shasta Head Start Staff:</p> <p>Gloriana Rhodes Gordon Chatham Amanda Keefer Tracey Vierra Brandon Hiester</p>
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Action Items:

<ul style="list-style-type: none"> ● Minutes ● Personnel Report 	<ul style="list-style-type: none"> ● Meeting Dates Change ● Adjourn
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	AGENDA ITEM/TOPIC	DISCUSSION/SUMMARY
1.	Introductions & Brief Announcements	The meeting was called to order at 4:31 pm by John Pappas. John asked Linda Cole to run the meeting because his internet connection was spotty. Ann McFarland informed the BOD that she is moving in the fall and will be resigning this summer. Her last month on the BOD will be July 2021. The BOD thanked her for her many years of service to SHS.
2.	Minutes	A motion was made by Joan Landry and seconded by Ann McFarland to approve last month's minutes. Motion passed.
3.	Fiscal Report	Tracey Vierra gave the Fiscal Report. Head Start expenditures were \$692,360 and year to date expenses are 55.17%. Admin expenses were 7.45% and in kind is 0%. Early Head Start expenditures were \$526,442 and year to date expenses are 54.27%. Admin expenses were 7.04% and in kind is 0%. FCC expenditures were \$45,347 and year to date expenses are 39.88%. Admin expenses were 5.93% 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 Focus Area 2 Federal review results that showed no area of non-compliance, upcoming COLA of 1.22%, successful dental clinic with Shasta Community Health, contact information of elected officials so the PC can advocate for SHS, and COVID federal relief grant funds for the 2021-22 program year. Gordon also mentioned that staff are allocated "COVID hours" that act as PTO for any COVID related leave. This just came into effect and can be retroactively allocated back to January 1. Next PY we plan to move our classroom numbers back to 16 maximum, especially for state classrooms, then will increase if allowed and provided we have staff. Gordon will be off in June and will miss the next BOD meeting.
5.	Progress/Attendance Report	Amanda Keefer discussed the Progress and Attendance Reports. Shasta Head Start has an attendance goal of 90%.

6.	Personnel Report	Gordon Chatham presented the Personnel Report. A motion was made by Ann McFarland and seconded by Joan Landry to approve the Personnel Report. Motion passed.
7..	PC Report	Michelle Holvik informed the BOD that the PC discussed the following: wanting the best pay for our teachers, using Kindergarten Readiness packets, training on Learning Genie and accessing tutorials for parents, brainstorm parent recruitment ideas, and the importance of submitting In-Kind.
8.	Meeting Dates Change	Gordon Chatham reviewed the proposal to change the meeting dates of PC and BOD from the 3 rd week of the month to the 4 th week of the month. A motion was made by Joan Landry and seconded by Carol Nye to approve the meeting dates. Motion passed.
9.	Budget Training and Planning for next year	Gordon Chatham trained the BOD on SHS's different funding sources and explained the process for planning and budgeting. We will be getting a COLA increase next program year, but that unfortunately does not keep up with California's minimum wage increases.
10.	Draft Grant Application	Gordon Chatham presented the draft of the Grant Application. This year we have just one application, as the original two grants have been consolidated. This will be up for approval next week, then submitted to our HS Regional Office for approval.
11.	CDE Self-Evaluation	Amanda Keefer gave an overview of the CDE Self-Evaluation. This year there were many questions about our agency's reaction to COVID. She reviewed each of the answers with the BOD.
12.	New Potential BOD Member	Gordon Chatham requested MaryJo Boyle apply to be a BOD member. She has served a number of years on the PC and is very familiar with our program. He shared her application with the BOD. She will join the meeting next month and an official vote will be taken.
13.	Adjournment	A motion was made by Joan Landry and seconded by John Pappas to adjourn the meeting at 5:20. Meeting adjourned.

Approved as to form and content:

John Pappas, Board of Directors Chair