

**Shasta Head Start  
BOD Meeting Minutes  
Zoom Meeting  
May 27, 2021**

Time Convened: 4:36 pm

Meeting Adjourned: 5:40 pm

**Attendees:**

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

<ul style="list-style-type: none"> <li>● Minutes</li> <li>● Personnel Report</li> <li>● New BOD Member</li> <li>● Continuation Update Grant Application</li> </ul>	<ul style="list-style-type: none"> <li>● 375 Lake Blvd Refinance</li> <li>● Shasta Lake 1303 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 4:36 pm by John Pappas.
2.	<b>Minutes</b>	A motion was made by Linda Cole and seconded by Ann McFarland to approve last month's minutes. Motion passed.
3.	<b>Disabilities and Mental Health Training</b>	Robin Hanke was introduced as the Disabilities and Mental Health Manager. She presented an overview of the 2020-2021 end of the year numbers including the number of referrals received, IEPs, ISFPs, and Connections Program participants. We have more than the 10% of enrolled children with diagnosed disabilities required by OHS. She clarified to that the goal of the Connections Program was to provide early intervention so children can safely participate in the classroom. The Connections Facilitator provides resources to parents in the Connections Program.
4.	<b>Fiscal Report</b>	Tracey Vierra gave the Fiscal Report. Head Start expenditures were \$647,407 and year to date expenses are 63.77%. Admin expenses were 9.72% and in kind is 0%. Early Head Start expenditures were \$514,865 and year to date expenses are 62.78%. Admin expenses were 10.21% and in kind is 0%. FCC expenditures were \$30,937 and year to date expenses are 44.34%. Admin expenses were 12.59% 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.

5.	<b>Director's Report</b>	Gordon Chatham gave the Director's Report that included the Shasta Head Start Scholarship funded by Merchants Bank of Commerce selected a winner, John Iniguez-Maciel, who attended our McArthur Center and is graduating from Fall River Highschool. Gordon's report also included the statement from Head Start California regarding Assembly Bill 22. There may be a call to action. Gordon will forward that call to action to the PC when it comes through. The COVID Relief Act included 800K for our agency that Gordon had a 10-day window to accept. He accepted and will work with management to create a budget revision to give to the BOD for approval. In the meantime, the funds will remain in the "other" budget category. Gordon also mentioned that the College of the Siskiyou campus informed him that they do not want to renew our contract for the 2022 year. We will need to look for a new location in Weed.
6.	<b>Progress/Attendance Report</b>	Amanda Keefer discussed the Progress and Attendance Reports. Shasta Head Start has an attendance goal of 90%.
7.	<b>Personnel Report</b>	Gordon Chatham presented the Personnel Report. A motion was made by Carol Nye and seconded by Linda Cole to approve the Personnel Report. Motion passed.
8.	<b>PC Report</b>	Michelle Holvik informed the BOD that the PC discussed the following: PC received disabilities and mental health and had a good conversation with Robin, the importance of submitting In-Kind with Learning Genie, and enjoyed the site update
9.	<b>New BOD Member</b>	Gordon Chatham recommended that MaryJo Boyle, who has served as the community rep for Policy Council for a number of years, be our newest BOD member. A motion was made by Carol Nye and seconded by Linda Cole to approve MaryJo Boyle as a SHS Board of Directors Member. Motion passed.
10.	<b>Continuation Funding Grant Application</b>	Gordon Chatham described the 2021-2022 continuation update to the 2018-23 funding applications for grant 09CH016042 (Head Start, Early Head Start, and Early Head Start Partnership) for Basic, T/TA, and COLA. A motion was made by Linda Cole and seconded by Ann McFarland to approve the application. Motion passed.
11.	<b>Personnel Policies Update</b>	Brandon Hiester introduced himself as the Operations Director. He reviewed the wording changes to the Personnel Policies that included administrative leave clarification, holiday pay guidelines, and PTO benefits. No major changes to the policies were made, just wording updates for clarity. This will be an action item next month.
12.	<b>375 Lake Blvd Refinance</b>	Gordon Chatham explained the request by OHS to refinance the loan on the 375 Lake Blvd property, originally purchased in 2010. A motion was made by Linda Cole and seconded by Carol Nye to proceed with refinancing the loan. Motion passed.
13.	<b>Shasta Lake 1303 Application</b>	Gordon Chatham displayed the wording edits OHS requested on the Shasta Lake 1303 application that, in its previous draft, was approved by the BOD. A motion was made by Linda Cole and seconded by Carol Nye to approve the edits to the Shasta Lake 1303 application. Motion passed.

14.	<b>Facilities Update</b>	Brandon Hiester gave a facilities update to the BOD about the current building/location projects. During spring break, the Juniper Center was remodeled with a wall removal and new floors. We are in escrow with the property in Shasta Lake which we soon hope to renovate and have both HS and EHS classrooms at that location. We have a new lease on a Burney property in a much better location than our current center in Johnson Park that we have a module build in progress and will advertise bids for site work.
15.	<b>Summer Quorum</b>	Gordon Chatham discussed the summer quorum: there will be no regular BOD meeting in the month of July. If something comes up that needs BOD approval, a special meeting will be called.
16.	<b>BOD Portal Login</b>	Item tabled.
17.	<b>Training and T/TA Survey</b>	Glori Rhodes displayed her screen showing the Training and T/TA Survey for the BOD. She asked that they submit their surveys by June 15 <sup>th</sup> .
18.	<b>Adjournment</b>	A motion was made by Carol Nye and seconded by Linda Cole to adjourn the meeting at 5:40 pm. Meeting adjourned.

***Approved as to form and content:***

John Pappas-Chair

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John Pappas, Board of Directors Chair