

**Shasta Head Start  
BOD Meeting Minutes  
Zoom Meeting  
February 18<sup>th</sup>, 2021**

Time Convened: 4:31 pm

Meeting Adjourned: 5:55 pm

Attendees:

<p>BOD Members:</p> <p>John Pappas      Ann McFarland Linda Cole        Carol Nye Michelle Holvik    Joan Landry</p>	<p>Other:</p> <p>Auditors: Donna Darwin and Keith Hunting</p>	<p>Shasta Head Start Staff:</p> <p>Gloriana Rhodes    Gordon Chatham Amanda Keefer      Tracey Vierra Michelle Behling    Tessa Buell Christina Knowles   Amber Butcher</p>
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**Action Items:**

<ul style="list-style-type: none"> <li>• Minutes</li> <li>• Personnel Report</li> </ul>	<ul style="list-style-type: none"> <li>• Self-Assessment and Plan of Correction</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 4:31 pm by John Pappas.
2.	<b>Minutes</b>	A motion was made by Carol Nye and seconded by Ann McFarland to approve last month's minutes. Motion passed.
3.	<b>Audit Report</b>	Keith Hunting and Donna Darwin reviewed the Audit Communication with Governing Body packet and the Audit Financials packet. The Auditors found no areas of concern. DH Scott is contracted as our auditors for the next 4 years.
4.	<b>Nutrition and Food Program</b>	Michelle Behling gave an overview of the food program highlighting the center menus and the focus on nutrition requirements for each meal.
5.	<b>HR Trends and Overview</b>	Amber Butcher gave the HR training that included trends in employee separations, COVID-19 data and precautions, and exposure guidelines for staff. We have only had one confirmed spread of COVID-19 since the beginning of the pandemic, indicating that our precautions are very effective.
6.	<b>School Readiness Goals/Child Outcomes</b>	Tessa Buell and Christina Knowles displayed the HS and EHS data from 2019-2020 DRDP child outcomes. They compared Fall and Winter data that showed a considerable increase in child DRDP outcomes. Unfortunately, due to COVID-19 and the stay at home order, Spring data was not collected in 2020.
7.	<b>Fiscal Report</b>	Tracey Vierra gave the January Fiscal Report. Head Start expenditures were \$613,499 and year to date expenses are 38.68%. Admin expenses were 9.59% and in kind is 0%. Early Head Start expenditures were \$496,811 and year to date expenses are 38.35%. Admin expenses were 8.62% and in kind is 0%. FCC expenditures were \$36,749 and year to date expenses are 28.84%. Admin expenses were 7.58% 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. Carol Nye asked for the total amount paid to Charter.com. Tracey will follow up with the total amount next meeting.

8.	<b>Director's Report</b>	Gordon Chatham gave the Director's Report that included an overview of program operations, facilities update, and Program Planning. Gordon also reported that our FA2 review went very well.
9.	<b>Progress/Attendance Report</b>	Amanda Keefer discussed the Progress and Attendance Reports. Shasta Head Start has an attendance goal of 90%.
10.	<b>Personnel Reports</b>	Gordon Chatham presented the Personnel Report. A motion was made by Carol Nye and seconded by Joan Landry to approve the Personnel Report. Motion passed.
11.	<b>PC Report</b>	Michelle Holvik informed the BOD what the PC discussed at their meeting. This included more vegetarian options in the center menus, In-Kind donations can be in the form of materials donated to centers, and the importance of early dental exams.
12.	<b>Self-Assessment and Plan of Correction</b>	The BOD reviewed the Self-Assessment and Plan of Correction they received at the last meeting. A motion was made by Joan Landry and seconded by Ann McFarland to approve. Motion passed.
13.	<b>HS/EHS Grant Application Process</b>	Gordon Chatham informed the BOD that the yearly grant application process will be starting soon. We will receive a funding letter, then submit our grant drafts to the PC and BOD for approval before submitting them to the Office of Head Start.
14.	<b>Grant Consolidation</b>	Gordon Chatham is exploring merging our two grants into one grant. This would save us time with grant applications and reporting. Currently we have two grants, one for HS/EHS and one for FCC Partnership. He will write up a proposal for action next meeting.
15.	<b>Annual Report</b>	Glori Rhodes displayed the Annual Report for the BOD and gave them an overview of the pages. The final draft will be posted to the website.
16.	<b>ED Evaluation (Closed Session)</b>	Item tabled.
17.	<b>Adjournment</b>	A motion was made by Joan Landry and seconded by Linda Cole to adjourn the meeting at 5:55. Meeting adjourned.

Approved as to form and content:

  
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 Carol Nye, Board of Directors Vice Chair