

**Shasta Head Start  
BOD Meeting Minutes  
Meeting  
May 26th, 2022**

Time Convened: 4:42 pm

Meeting Adjourned: 5:35 pm

Attendees:

<p><b>BOD Present:</b> Carol Nye Joan Landry Linda Cole (via phone)</p>	<p>Mary Jo Boyle Melissa Kalinowski</p>	<p><b>BOD Absent:</b> John Pappas Eddie Shanks Heather Buchanan</p>	<p><b>Shasta Head Start Staff:</b> Gloriana Rhodes Tracey Vierra</p>	<p>Gordon Chatham Amanda Keefer</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>• HS/EHS Grant</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 4:42 pm by Carol Nye, Vice Chair.
2.	<b>Minutes</b>	This item was tabled.
3.	<b>Fiscal Report</b>	Tracey Vierra gave the Fiscal Report. Head Start expenditures were \$555,205 and year to date expenses are 59.69%. Admin expenses were 7.62% and in kind is 84.04%. Early Head Start expenditures were \$447,727 and year to date expenses are 56.42%. Admin expenses were 9.53% and in kind is 56.27%. Tracey will be able to add state funding to the HS In-Kind, but she believes we will need a waiver for EHS In-Kind. There are now adult meals on the meal count recap form because now our teachers are able to eat with the children in center!
4.	<b>Director's Report</b>	Gordon Chatham gave the Director's Report that included our scholarship winner, Ava Arsenault. He announced that our last day of part day classes was May 24 <sup>th</sup> . The Burney Center is finished except for the playground. The playground will be completed by July. Gordon met with the Weed Elementary School superintendent who is working on rebuilding the whole school and wants to build an ECE wing. A classroom for us would be included in this new wing. Gordon hopes we can set this up and enter into an agreement where we contribute some funding to build a portion of the new wing and be able to provide uninterrupted HS service for 30 years. The Cluster meeting was May 4 <sup>th</sup> and it was the first in person meeting since 2019. Gordon presented the new organizational chart to the BOD. A new accounting manager was hired and oversees the day to day accounting and ERSEA. Tracey is taking on many operations director duties and now oversees the facilities department.

5.	<b>Attendance and Progress Report</b>	Amanda Keefer presented the Progress and Attendance Reports. Shasta Head Start has an attendance goal of 90%. Primary caregivers are hard to hire and keep currently, which is affecting our attendance. Our FCC providers have the highest attendance. We are almost at the end of the year with our monitoring. Our current enrollment is a little low, as is our waitlist. Gordon explained the home-based slots and the competition in our area for home-based programs. Mary Jo mentioned that Far Northern should refer families to our home-based program. Melissa mentioned that one of her children would have benefited by home-based SHS programs. Joan suggested putting information in the hospitals. Amanda said it is a little difficult for us to add our brochures to packets. Melissa suggested bringing flyers to the parent meetings. Gordon will bring this up in PC next month. Home-based families are given priority when we enroll in center base once they are 3 years old. Many families really end up loving the home-based program.
6.	<b>Personnel Report</b>	This item was tabled.
7.	<b>Policy Council Report</b>	Melissa Kalinowski gave the PC report. PC take back items were In-Kind, recruit children and families, refer potential staff- hopefully the summertime will be a good time to recruit staff, grant submission, enrolling children for next year, and both reps and alts should attend the PC meetings. The PC is hoping for better PC involvement next year.
8.	<b>HS/EHS Grant Application</b>	Gordon Chatham presented the grant. There will be a slot reduction of 10% because it can be approved at the regional office. This will cause us to go down 73 slots in head start. We will remove our half day PM classes and use duration hours to extend the class hours. This fits with families' needs and will keep one class to one classroom. Most of our waitlist are families who need extended days. The slot reduction changes our grant allocation, but the total grant amount remains the same. We are receiving COLA and Quality which will both go towards staff wage increases. A motion was made by Joan Landry and seconded by Mary Jo Boyle to approve the continuation grant application. Motion passed.
9.	<b>CDE Evaluation</b>	Amanda Keefer presented the CDE Evaluation, also called the Program Self-Evaluation. She explained the general process and how we involve staff and governing bodies in our self-evaluation, and each section where we show that our program is meeting standards. This is submitted annually on June 1 <sup>st</sup> .
10	<b>Training and TA Survey</b>	Gordon Chatham explained the survey. He asked that they let us know which topics they would like more training for.
11.	<b>Summer Quorum</b>	We will not have a meeting in July, we will break for summer quorum. The group would like to keep the in-person meetings for the future.
12.	<b>Adjourn</b>	A motion was made by Mary Jo and seconded by Joan to adjourn the meeting at 5:35pm. Meeting adjourned.

*Approved as to form and content:*

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John Pappas, Board of Directors Chair